

# Mobile Device Assignment Agreement

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

This letter serves to confirm the assignment of a mobile device to you for work-related purposes. The details of the assignment are as follows:

## Device Information

Device Model: [Device Model]

Serial Number: [Serial Number]

Assigned Date: [Assignment Date]

## Terms of Use

The mobile device assigned to you is to be used for company-related communications and tasks. You are expected to:

- Maintain the device in good condition.
- Report any damages or issues immediately.
- Return the device upon termination of employment or upon request.

Failure to comply with these terms may result in disciplinary action.

By signing below, you agree to the terms outlined in this agreement.

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[Employee Name] - Employee Signature

Date: \_\_\_\_\_

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[Manager/Supervisor Name] - Signature

Date: \_\_\_\_\_

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]