

Mobile Device Return Procedure for Departing Employees

Date: [Insert Date]

To: [Employee's Name]

Department: [Department Name]

Dear [Employee's Name],

As you prepare for your departure from [Company Name], we would like to ensure a smooth transition regarding your company-issued mobile device. Please follow the procedures outlined below to return your device:

1. Locate your mobile device and any accompanying accessories (charger, case, etc.).
2. Back up any personal data you may have stored on the device.
3. Remove any personal locks or passwords from the device.
4. Schedule an appointment with [IT Department/Contact Person] to return your device by [Return Deadline].
5. During the return appointment, ensure all components are returned in working condition.

Should you have any questions or require further assistance, please do not hesitate to reach out to [Contact Information].

Thank you for your cooperation, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]