

RETURN OF COMPANY PROPERTY LETTER

[Date]

[Employee Name]

[Street Address]

[City, State, Zip Code]

Dear [Employee Name],

According to [Company] policy, employees are required to return all company equipment at the end of employment. [In addition you signed an agreement on DATE that you would return company property entrusted to you. (use if you have such a document)] As of the writing of this letter, our records indicate that you have not returned the following item(s):

- [Insert Item]
- [Insert Item]
- [Insert Item]

As a result, these items must be returned in good condition immediately. If the above listed items are not returned as required by [Date], [Company] will begin appropriate legal or other permissible action to recover this property.

Please contact us as soon as possible to arrange for the return of all property belonging to [Company].

Sincerely,
[Signature]

[Name and Position Title]
[Company Name]