

Return of Company Property Letter

CERTIFIED MAIL-RETURN RECEIPT REQUESTED

[Date]

[Employee Name]

[Street Address]

[City, State, Zip Code]

Dear Mr./Ms. [Name]:

According to [Company] policy, employees are required to return all company equipment upon termination. As of the writing of this letter, there is no record of your returning the following item(s):

- [Item]

If the above listed items are not returned by [Date], [Company] will be compelled to contact local law enforcement.

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

Regards,

[Office Manager / HR Representative]

CC: HR File