

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Equipment Assignment Letter - Remote Sourcing

Dear [Employee Name],

As part of your remote work arrangement, the following equipment is being assigned to you for business purposes:

- **Laptop:** [Brand/Model] - Serial Number: [Insert S/N]
- **Headset:** [Brand/Model] - Serial Number: [Insert S/N or N/A]
- **Accessories:** [e.g., Charger, Mouse, Laptop Bag]

Terms and Conditions:

1. The equipment remains the sole property of [Company Name].
2. The equipment must be used exclusively for official business tasks.
3. You are responsible for the physical security and proper care of the devices.
4. Any technical issues or damage must be reported to the IT Department immediately.
5. In the event of resignation or termination, all equipment must be returned in good working condition within [Number] days.

By signing below, you acknowledge receipt of the equipment and agree to the terms mentioned above.

Employee Signature

Date

Approved by:

[Name/Title of Manager or IT Lead]