

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Remote Work Equipment and Hardware Provision

Dear [Employee Name],

In support of your remote work arrangement, [Company Name] is providing the following hardware and equipment to ensure you have a functional and secure home office environment.

1. Equipment Provided:

- [Item 1: e.g., Laptop Brand/Model & Serial Number]
- [Item 2: e.g., Monitor Size/Model]
- [Item 3: e.g., Keyboard and Mouse]
- [Item 4: e.g., Headset/Webcam]
- [Item 5: e.g., Docking Station]

2. Terms of Use:

All equipment listed above remains the sole property of [Company Name]. These items are provided for professional use only and must be maintained in good working condition. You are expected to follow all company IT security policies while using this hardware.

3. Maintenance and Repair:

If you experience any technical issues or hardware malfunctions, please contact the IT Support Desk at [Phone Number/Email]. Do not attempt to repair the equipment yourself or take it to a third-party repair service without prior authorization.

4. Return of Property:

In the event of resignation, termination, or a change in work status that no longer requires remote equipment, all items must be returned to [Company Address] within [Number] business days. The equipment should be returned in the same condition as received, barring normal wear and tear.

5. Acknowledgment:

By signing below, you acknowledge receipt of the equipment listed above and agree to the terms outlined in this letter.

Employee Signature

Date

Sincerely,

[Your Name/HR Department]

[Company Name]