

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Request for Return of Company Property

Dear [Employee Name],

Following the termination of your employment with [Company Name] on [Last Date of Employment], we are writing to request the formal return of all company-issued uniforms and related equipment.

Please return the following items to the office by [Due Date]:

- [Item 1, e.g., 3 Short Sleeve Shirts]
- [Item 2, e.g., 2 Pairs of Trousers]
- [Item 3, e.g., 1 Branded Jacket]
- [Item 4, e.g., Name Badge]

Items can be dropped off at the reception desk during regular business hours or sent via tracked mail to the address below:

[Company Name]

Attn: [Department/Name]

[Company Address]

Please ensure all clothing items are laundered prior to return. If you have any questions regarding this request, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your prompt cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]