

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Formal Request for Return of Issued Client Property

Dear [Employee Name],

This letter is to formally request the immediate return of all property and assets belonging to [Client Name] that were issued to you during the course of your assignment.

According to our records, the following items remain outstanding:

- [Item 1: e.g., Laptop and Charger]
- [Item 2: e.g., Security Access Badge/Keys]
- [Item 3: e.g., Hard Drives or External Storage]
- [Item 4: e.g., Proprietary Documents/Manuals]

Please ensure that all items are returned in good working condition no later than [Date] at [Time]. You may return these items to [Location/Department] or via [Shipping Method, if applicable].

Additionally, please confirm that you have deleted any client-related digital files, login credentials, or sensitive data from your personal devices.

Prompt compliance with this request is necessary to finalize your offboarding process and to ensure the security of client information. If you have already returned these items, please disregard this notice and provide us with the return receipt or date of return.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]