

Date: [Insert Date]

To: [Employee Name]

Subject: Urgent: Return of All Agency and Client Property

Dear [Employee Name],

Following the termination of your engagement with [Agency Name], this letter serves as a formal demand for the immediate return of all company and client-owned property currently in your possession.

In accordance with your employment agreement, you are required to return the following items (including but not limited to) within **twenty-four (24) hours** of receipt of this notice:

- Laptops, tablets, and peripheral hardware
- Office keys and security access badges
- Company credit cards
- Client files, folders, and physical documents
- Proprietary software, login credentials, and digital assets
- Any other materials belonging to [Agency Name] or its clients

Please deliver these items to [Specific Location/Office Address] by [Insert Time] on [Insert Date].

Failure to comply with this request within the specified twenty-four hour timeframe may result in further legal action to recover the property and protect client confidentiality.

Please acknowledge receipt of this letter and confirm your arrangements for the return of these items.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]