

[Your Name/Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Former Employee Name]
[Former Employee Address]
[City, State, Zip Code]

RE: RETURN OF COMPANY PROPERTY

Dear [Former Employee Name],

According to our records, you have not yet returned company-issued uniforms and equipment following the end of your employment on [Separation Date].

Please return the following items to the main office no later than [Deadline Date]:

- [Item 1: e.g., Branded Polo Shirts/Jackets]
- [Item 2: e.g., Master Keys/Key Fobs]
- [Item 3: e.g., Tools/Toolbox]
- [Item 4: e.g., Identification Badge]
- [Item 5: e.g., Tablet/Cell Phone]

All items should be returned in good condition. If you are unable to drop these items off in person, please contact us immediately to arrange for a courier pickup or to receive a prepaid shipping label.

Failure to return these items by the date specified may result in further action to recover the property or its replacement value, as permitted by local labor laws and your employment agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]