

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

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

Subject: NOTICE TO RETURN COMPANY PROPERTY

Dear [Former Employee Name],

Our records indicate that as of [Date of Termination/Resignation], you are still in possession of property belonging to [Your Company Name]. As a former employee, you are required to return all company-owned assets immediately.

Please return the following items by no later than [Deadline Date]:

- Keys (Office, Master keys, Unit keys)
- Access Cards/Fobs
- Company Laptop and Charger
- Company Cell Phone
- Tools and Maintenance Equipment
- Uniforms and Identification Badges
- [List any other specific items here]

You may return these items to [Name of Person] at [Office Address] during regular business hours. Alternatively, if you wish to arrange for a courier pickup, please contact [Phone Number/Email] to schedule a time.

Failure to return these items by the deadline may result in further action, including legal proceedings or the filing of a police report for unreturned property. We trust this will not be necessary and look forward to your prompt cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]