

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Laptop Allocation

We are pleased to inform you that you have been allocated a company laptop to assist you in your work responsibilities. Below are the details regarding the laptop allocation:

\*\*Laptop Model:\*\* [Laptop Model]

\*\*Serial Number:\*\* [Serial Number]

\*\*Allocation Date:\*\* [Date]

\*\*Return Date (if applicable):\*\* [Date]

\*\*Terms and Conditions:\*\*

1. The laptop is to be used for work-related purposes only.
2. Ensure the laptop is kept in good condition and report any issues immediately.
3. Upon termination of employment or if requested, the laptop must be returned in its original condition.

Please sign and return a copy of this letter to confirm your acceptance of the laptop and the terms outlined above.

We appreciate your collaboration and hope this laptop enhances your productivity.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Employee Signature] \_\_\_\_\_

[Date] \_\_\_\_\_