

****Subject: Laptop Allocation Notification****

****To:**** [Employee Name]

****From:**** [Manager's Name]

****Date:**** [Date]

****Subject:**** Laptop Allocation Notification

Dear [Employee Name],

We are pleased to inform you that you have been allocated a laptop for your work purposes. Below are the details regarding the laptop assignment:

****Laptop Model:**** [Model Name]

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

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

****Pickup Location:**** [Location]

****Return Policy:**** [Details about return if applicable]

Please ensure that you take care of the laptop and follow the company's IT policies regarding equipment use. If you have any questions or need assistance, feel free to contact the IT department at [IT Department Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]
