

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Laptop Handover Confirmation

Dear [Employee's Name],

This letter serves as a formal confirmation of the handover of the laptop assigned to you during your employment with [Company Name].

1. ****Device Details:****

- ****Laptop Model:**** [Model Name/Number]
- ****Serial Number:**** [Serial Number]
- ****Accessories Included:**** [List of Accessories]

2. ****Handover Date:**** [Date of Handover]

3. ****Condition of the Laptop:**** [Brief description of the condition, e.g., new, good, with minor wear]

4. ****Acknowledgment:****

I, [Employee's Name], acknowledge the receipt of the above-mentioned laptop and its accessories. I confirm that I will uphold the company's policy regarding device care and return it in good condition upon request or at the end of my employment.

Employee Signature: _____

Date: _____

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Thank you,

[Your Name]

[Enclosure: Copy of this letter for records]