

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Confirmation of Laptop Issuance

We are pleased to confirm the issuance of a laptop to you as part of your employment with [Company Name]. The details of the laptop issued are as follows:

- ****Laptop Model****: [Model Name/Number]

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

- ****Date of Issuance****: [Date]

- ****Condition****: [New/Used, etc.]

This laptop is intended for professional use to support your work-related tasks. Please ensure that you take good care of the device and adhere to our IT policies regarding usage and security.

Should you have any questions or require assistance, feel free to reach out to the IT department at [IT Department Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]