

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Laptop Release Notification

We are pleased to inform you that you have been approved to receive a company laptop for your work-related tasks. Below are the details regarding the laptop release:

\*\*Employee ID:\*\* [Employee ID]

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

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

\*\*Release Date:\*\* [Release Date]

Please review the terms of use outlined in our IT policy and ensure that you adhere to the guidelines for proper usage and maintenance of the laptop. If you have any questions or require further assistance, do not hesitate to contact the IT department.

We appreciate your commitment to excellence in your role and wish you success with your new equipment.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]