

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Assignment of Laptop

I hope this message finds you well.

We are pleased to inform you that, in accordance with our ongoing commitment to providing our employees with the necessary tools to enhance productivity, you have been assigned a laptop for official use.

Details of the laptop assignment are as follows:

- ****Device Type****: [Laptop Model]
- ****Asset ID****: [Asset ID]
- ****Assigned Date****: [Assignment Date]
- ****Return Date****: [Expected Return Date, if applicable]

Please ensure that the laptop is used primarily for work-related tasks and is returned in good condition upon request or termination of your employment. If you encounter any issues with the device, please do not hesitate to contact the IT department for assistance.

We appreciate your dedication and hard work, and believe that this additional resource will support your efforts in achieving departmental goals.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Contact Information]