

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Department]

[Employee ID]

Subject: Issuance of Laptop

Dear [Employee Name],

We are pleased to inform you that you have been issued a laptop to assist you in your work responsibilities. Please find the details of the laptop issued below:

- **Model:** [Laptop Model]
- **Serial Number:** [Serial Number]
- **Issued Date:** [Date of Issuance]
- **Condition:** [New/Used]

This laptop remains the property of [Your Company Name] and is to be used for work-related activities only. Please adhere to the company's IT policies regarding the use of company equipment.

You are required to sign and return the attached acknowledgment form to confirm receipt of the laptop. Should you have any questions or require assistance with the device, please do not hesitate to contact the IT department at [IT Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Company Name]

[Contact Information]

[Attachment: Laptop Issuance Acknowledgment Form]