

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Laptop Issuance Letter

Dear [Employee Name],

We are pleased to inform you that you have been issued a laptop for your work-related tasks. Please find the details of the laptop issued to you below:

****Laptop Details:****

- Model: [Laptop Model]

- Serial Number: [Serial Number]

- Asset Tag: [Asset Tag Number]

- Date of Issue: [Issue Date]

This laptop is provided to support your duties and responsibilities as [Employee's Job Title]. We trust that you will take care of the equipment and use it solely for work purposes.

Please ensure that you follow the company's IT policies regarding hardware usage and report any issues promptly.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]

[Company Logo, if applicable]