

**\*\*Subject: Laptop Provision Notification\*\***

Dear [Employee Name],

We are pleased to inform you that you have been allocated a laptop to assist you in your work. Below are the details regarding the laptop provision:

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

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

**\*\*Date of Issue:\*\*** [Date]

**\*\*Expected Return Date:\*\*** [Return Date]

**\*\*Condition:\*\*** [New/Used]

**\*\*Accessories Included:\*\*** [List of Accessories]

Please ensure that you take good care of the equipment and adhere to the company's IT policies. If you have any questions or require assistance, feel free to reach out to the IT department at [IT Support Email/Phone Number].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]