

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Distribution of Laptops to Employees

We are pleased to announce that [Company Name] will be distributing new laptops to all employees to enhance productivity and facilitate remote work capabilities. This initiative reflects our commitment to providing you with the necessary tools to excel in your roles.

****Distribution Details**:**

- ****Date**:** [Insert Date]

- ****Time**:** [Insert Time]

- ****Location**:** [Insert Distribution Location]

Please bring your company ID for verification. If you are unable to attend the distribution event, kindly inform your manager to arrange an alternative pickup method.

We appreciate your hard work and dedication to [Company Name]. Should you have any questions regarding the laptop distribution, feel free to reach out to the IT department at [IT Contact Information].

Thank you for your continued commitment.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]