

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Assignment of Professional Laptop

We are pleased to inform you that you have been assigned a professional laptop to facilitate your work tasks and enhance your productivity at [Company's Name].

**\*\*Details of the Laptop Assigned:\*\***

- **\*\*Make and Model:\*\*** [Laptop Make and Model]
- **\*\*Serial Number:\*\*** [Serial Number]
- **\*\*Assigned To:\*\*** [Employee's Name]
- **\*\*Department/Project:\*\*** [Department/Project Name]
- **\*\*Assignment Date:\*\*** [Assignment Date]

This laptop is to be used for official purposes only and should be maintained in good condition. Please ensure that all company policies regarding equipment use are followed.

Should you have any questions or require assistance regarding the laptop's usage, feel free to contact the IT department at [IT Department Contact Information].

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Phone Number]

[Company's Email Address]