

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Job Title]

[Employee Department]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Laptop Assignment

We are pleased to inform you that you have been assigned a company laptop for your use while performing your duties. This equipment is intended to support your work and enhance your productivity.

****Details of the Assignment:****

- ****Laptop Model:**** [Model Name/Number]

- ****Serial Number:**** [Serial Number]

- ****Assigned Software:**** [List of Installed Software]

- ****Expected Return Date:**** [Return Date, if applicable]

Please ensure that you take good care of the laptop and follow the company's IT policies regarding its use. If you encounter any technical issues or have questions, please do not hesitate to reach out to the IT department at [IT Contact Information].

By signing below, you acknowledge receipt of the laptop and agree to the terms of use outlined in our IT policy.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]

****Employee Acknowledgment:****

I, [Employee Name], hereby acknowledge the receipt of the laptop specified above and agree to abide by the company's IT policies.

Signature: _____

Date: _____