Return of company property email

Send the first request as soon as the separation date is confirmed, ideally a week before the last day. Send reminders at three to five business days and ten business days after the deadline if items are still outstanding.

FIRST REQUEST (ONSITE)

Subject: Returning your company equipment by [Return Deadline]

Hi [First Name],

As part of your offboarding, please return the following company property by [Return Deadline]:

- [Laptop, model and asset tag]
- [Charger and accessories]
- [ID badge / access card]
- [Keys, fobs or parking pass]
- [Mobile phone, headset, scanner, tools or uniforms]

You can hand everything to [Person] at [Location] between [Time Range]. They'll check each item against our records and give you a signed receipt.

If any item is lost or damaged, just let me know before the deadline so we can sort it out.

Thanks,

[Your Name]
[Title], [Company]

REMOTE LAPTOP RETURN

Subject: Your laptop return kit is on its way

Hi [First Name],

We've sent a prepaid return box to [Shipping Address] with tracking number [Tracking Number]. It should arrive by [Delivery Date].

Please pack:
- [Laptop, asset tag]
- [Charger]
- [Monitor, dock, headset or other items listed on your equipment record]

Then drop the box at any [Carrier] location by [Return Deadline]. The label is already paid for.

A few things to know:
- Don't factory reset or wipe the laptop. IT will do that securely.

- Save any personal photos or documents before [Access End Date], when your login stops working.
- Keep your drop-off receipt until we confirm delivery.

If the box doesn't arrive, or you've moved, reply with your current address and we'll send another.

Thanks,

[Your Name]
[Title], [Company]

REMINDER

Subject: Reminder: company equipment still outstanding

Hi [First Name],

Our records show we haven't yet received the following items, which were due back on [Return Deadline]:

- [Outstanding Item 1, asset tag]
- [Outstanding Item 2]

Could you return them by [New Deadline]? [Repeat return instructions or note that a new prepaid label is attached.]

If you've already sent them, please reply with the tracking number and I'll follow up with our IT team.

Thanks,

[Your Name]
[Title], [Company]

FINAL NOTICE

Subject: Final request: return of [Company] property

Dear [First Name],

We've written to you on [Date of First Request] and [Date of Reminder] about the company property listed below, which has not been returned:

- [Item, asset tag, replacement value]

Please return these items by [Final Deadline] using [return method].

If we don't receive them by that date, [state the next step allowed by your signed equipment agreement and applicable law, e.g. we will request reimbursement of $[Amount], the current replacement value, as

set out in the equipment agreement you signed on [Agreement Date]].

If there's a reason you can't return the items, please contact me at [Phone Number] before [Final Deadline].

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Returning your company equipment by [Return Deadline]
- Your laptop return kit is on its way
- Equipment return instructions for your last day
- Reminder: company equipment still outstanding
- Please return your badge and laptop
- Final request: return of [Company] property
- Action needed: return your [Company] laptop

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. Your laptop return box arrives [Delivery Date]. Please pack the laptop and charger and drop it at any [Carrier] location by [Return Deadline]. The label is prepaid. Reply if you've moved.

Placeholders to replace: [First Name], [Return Deadline], [Person], [Location], [Time Range], [Shipping Address], [Tracking Number], [Delivery Date], [Carrier], [Access End Date], [New Deadline], [Final Deadline], [Amount], [Agreement Date], [Phone Number], [Your Name], [Title], [Company]