<Insert Date>

<Insert Sender Name>

<Insert Address>

Dear <Insert Name>,

The purpose of this letter is to inform you that at the end of your employment with [Insert Organization Name] (the “Company”), you are required to immediately return, in good condition, all Company property including: equipment, tools, [Insert any missing items].

In addition, you are required to return and relinquish your access to all other data relating to the business or work of the Company and prepared, used or possessed by you, or under your control, in the course of your employment with the Company.

To the extent any Company property resides on your personal computer hardware or software, you agree to make a copy of such property and deliver it to the Company, and immediately thereafter permanently destroy such property so that it is irretrievable. You agree to provide the Company with all passwords to any electronic systems or data you deliver.

All Company tools, equipment and property must be returned to [Insert Organization Name] and verified by [Insert Name/Title Here] prior to the last day of your employment which is [Insert Last Day]. Please reach out to [Insert Name/Title] if you have any questions.

We wish you the best of luck in your future endeavours.

Warm regards,

Name

Title
[Insert Organization Name]