To

[The Recipient Name]  
[designation]

Date:

**Subject: Query to return company property vid [X]**

I, Anderson, working as an assistant manager in ABC pharmaceuticals, want to inform you formally that you are in unlawful possession of company assets. Management has raised grave concerns over your negligence. You were terminated on account of misconduct on [date]. Soon after your termination, you were supposed to return all office items under your control within 10 days. I regret to inform you that you have failed to do so which indicates that you have not been able to rectify your mistakes yet.

As per law, all documents including notes, files, and tangible property like credit cards and vehicles are the exclusive property of the company. You have no right to keep any of the above-mentioned items under your control after termination or resignation.

Clause 4 of company laws indicates that all executive employees who resign or are terminated due to any reason must return the company belongings after the prescribed official procedure. You had been working for the last 16 years. You must have understood company rules regarding the return of company property and office items after termination.

It is informed that you fall under the above-mentioned employee category and 15 days have passed after your termination. A list of all the items has been enclosed with this letter. You are hereby informed to return all your belongings immediately. Otherwise, the company will be forced to take legal action against you.

For your benefit, you must return the items by the 2nd of October. After that, legal proceedings will be initiated by the company. I hope you will understand the severity of the matter and avoid legal action. Please contact the admin officer of the company if you have any queries regarding this issue.

I am waiting for a positive and prompt response from your side.

[Your Name]  
[Designation]