To

[The Recipient Name]  
[designation]

Date:

**Subject: Return of company property regarding [X]**

Dear Anderson,

My name is Lee, assistant manager in Stars Marketing Pvt. Ltd. I want to inform you on behalf of management that you are in illegal possession of a company credit card, vehicle, and a duplicate key of your office. You resigned on [date]. Immediately after your retirement, you also lost the right to keep company belongings under your control. Any such possession will be considered unlawful after a specified period.

Please refer to company rules, 2020 about possession of the company’s property. It is mentioned that any employee who resigns or is terminated, must return all the company belongings within 15 days. After that company has the right to take legal action against him.

Amenities were meant to be enjoyed as long as you were part of this organization. Please note that this return will be governed by the prescribed procedure; company officials will check the items for their genuineness. In case of any harm to the property of the company, the charged amount will be deducted from your final settlement.

If you fail to return the items within the prescribed time period, your final payment will be stopped. In addition, legal action will also be initiated against you on account of unlawful possession of company belongings. A list of all the items is also being sent with this letter for your convenience. Please check it carefully. If you have any queries regarding the list, you can contact admin officer during office hours before the deadline.

Keeping in view the severity of this matter, you are advised to follow the instructions. I hope you will not compel us to start legal proceedings against you. We are waiting for a quick and positive response from you.

[Your Name]  
[Designation]