To

[The Recipient Name]

**Subject: Unlawful possession of company laptop**

Dear Anna,

I am writing to inform you officially that you borrowed a Dell laptop from the company in 202X. You are in its possession even after passing 30 days of your resignation. It must be noted that this kind of possession is considered illegal. We accepted your resignation on [date]. Immediately after your resignation, you have lost your right to enjoy all the facilities provided by the company.

We suggest you refer to rule 5 of the company property possession policy. According to that rule, it becomes obligatory for an employee to return all the company belongings within 15 days after his resignation or retirement. If this condition is not met, the company will have the option to start legal action against that employee.

It must be noted that you will follow the prescribed official procedure while returning it to the HR office. A representative of the company will check whether all parts of the laptop are genuine or not. If any repair is needed, you will be responsible to pay the amount.

Remember, if the laptop is not returned within the deadline, your final payout will be stopped then. Alternatively, the company also reserves the right to involve you in legal proceedings. Further delay is harmful to you. I hope you will follow the instructions and save the time that is spent on legal proceedings.

In case of any query, feel free to contact with HR office during office timings.

[Your Name]  
[Address]