**Return of Company Property**

*Letter 1:*

Dear [Name],

According to [Company Name] policy, employees are required to return all company equipment upon termination. As of the writing of this letter, there is no record of your returning [describe missing items]. Please contact [Name] at [Phone] as soon as possible to arrange for the return of all property belonging to [Company Name].

Regards,

*Letter 2:*

Dear [Name],

On [Date], a letter was sent to you regarding the return of [describe missing items]. As of the writing of this letter, there is no record of your returning the items in question. Please be advised that [Company Name] considers refusal to return company property to be theft. If the above listed items are not returned by [Date], [Company Name] will contact local law enforcement. Please contact [Name] at [Phone] immediately to arrange for the return of all property belonging to [Company Name].

Regards,