**Property Return Reminder**

Print on Company Letterhead

<DATE>

<Name>

<Address>

<EMAIL>

RE: Property Return Reminder

Dear <NAME>:

According to the Property Return Agreement you signed on <DATE>, you agreed to return all property listed on the attached Agreement at the time of your employment termination. In light of your employment ending on <DATE>, please accept this as a reminder regarding your obligation to return the missing Company property listed below.

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Please contact me at <CONTACT INFORMATION> within the next 48 hours to arrange for the return of the property or return it prior to that time. We appreciate your cooperation.

Sincerely,

<NAME>

<TITLE>