

Equipment return request email template

Ask a departing employee to return laptops, badges, and other property, with a simple prepaid process.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Recovering company equipment from departing employees, especially remote ones, is harder than it sounds. A clear request with a list of items, a deadline, a prepaid shipping box, and instructions on wiping personal data gets most equipment back. Vague requests sent weeks after the last day often don't.

Make it easy and keep the tone neutral. Don't threaten to withhold final pay, which is unlawful in many states. Send the request as soon as notice is given, and coordinate with IT on the access removal timing. Many HRIS platforms with device management can automate this.

Version 1: Remote employee

SUBJECT Returning your [Company] equipment

Hi [Employee first name],

As part of your offboarding, please return the following company equipment by [Date]:

- [Laptop, model and serial number]
- [Monitor, headset, phone, or other items]
- [Badge or keys]

How to return it: we are sending a prepaid box and label to [Address on file] by [Date]. Pack the items, attach the label, and drop it at any [Carrier] location. [Tracking or pickup instructions.]

Before you send your laptop, please save any personal files you need, then log out of all personal accounts. Don't delete company files. IT will wipe the device.

If your address has changed or anything is missing or damaged, let me know.

Thank you,
[HR or IT contact]

Version 2: In-office return

SUBJECT Please return company property by [Date]

Hi [Employee first name],

Before your last day, please return [items] to [Name] at [Location]. [Name] will be available [Days and times].

You will get a receipt listing what was returned.

[HR contact]

Subject lines to try

- Returning your [Company] equipment
- Please return company property by [Date]
- Your prepaid return box is on the way
- Equipment return checklist
- Reminder: equipment due [Date]

How to personalize it

- List every item with serial numbers.
- Send a prepaid box rather than asking employees to buy shipping.
- Explain how to remove personal data first.
- Give a receipt when items are returned.

Mistakes to avoid

- Threatening to withhold final pay.
- Deducting equipment costs without checking state law.
- Shutting off access before the employee can save personal files.
- Waiting until weeks after the last day.

Legal and compliance notes

Under the FLSA, deductions for unreturned equipment can't reduce a nonexempt employee's pay below the minimum wage, and many states, including California and New York, sharply restrict or prohibit such deductions. Final pay deadlines apply regardless of whether equipment is returned. If equipment isn't returned, use a written demand and, if needed, civil options instead.

| When to send it

As soon as notice is given or immediately after a termination. Send a reminder two days before the deadline and a follow-up the day after if nothing has arrived.

| Before you hit send

- Final pay timing meets the deadline for the employee's state.
- COBRA or state continuation and unemployment information are included where required.
- IT access removal is timed with the conversation, not before it.
- Nothing in the message explains or argues the reasons for an involuntary departure.
- The departing employee knows who to contact after their last day.

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