To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Acknowledgement of Receipt of Company Property**

Dear Sir/Madam,

It is to acknowledge that the property of the company held by you during the tenure of your employment has been received today as of [mention Date]. On behalf of the whole management of the [mention Company Name], I would like to thank you for safely keeping the company’s property and returning it at the earliest.

We wish you all the very best for your future. Feel free to contact us if you have anything to ask.

Thanks a lot and best of luck!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]