

(Company letter head)

**Hand Delivery**

or

**Via Certified Mail, Return Receipt Requested**

(Add Employee Address)

(DATE)

Dear (Employee's name):

Please find attached a prior written agreement detailing employer provided property in your possession and its replacement cost. We respectfully demand return of these items within five (5) days or by the day of your last scheduled pay day, whichever comes first.

If you fail to return the employer provided property, the replacement costs of this/these item(s) will be deducted from your final paycheck. We reserve all other legal rights to recover the employer provided property or its replacement costs or damages from you, including, but not limited to, deducting the replacement costs from your final paycheck.

If you object to the amount of the replacement cost(s), you must provide your objection in writing within five (5) days or by the day prior to your last scheduled pay day, whichever comes first.

(Employer's signature)