**Sample Letter of Assets Format For Issuing Laptop, Mobile Phone and SIM**

From:

Smita Singhal

HR Manager

Sinha Group of Companies

52 Gulmohar Lane, Delhi

Date: 26.05.2017

To,

Amit Tandon

H-52/A, Welengkar Apartments

Greater Kailash

Delhi

Dear Amit,

We would like to inform you that for the position you have joined Sinha Group of Companies, the management has decided to provide you with a laptop, a mobile phone and a SIM which comes under group connection of the company.

As per the Company’s policy, the designation on which you have joined, allows us to issue you with a Moto Xplay handset and a Dell laptop. We would further like to inform you that the company will bear only the rental cost of the mobile phone. In case of exceeding the limits, the payments will be debited from your salary.

We would like to share with you that you will be responsible for taking care of the handset and the laptop. In case of loss or damage, you will be responsible for the replacement. And when you will leave the company then you will be required to return the laptop, the mobile phone and the SIM card that the Company is issuing to you to the HR department.

Sincerely,

Smita Singhal

HR Manager

Sinha Group of Companies