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**LETTER #1**

Date

To: Employee Name

Address

City, State, Zip

Employee,

According to Recover Care policy, employees are required to return all company equipment upon termination. As of the writing of this letter, there is no record of your returning your [describe missing items]. Please contact [Enter Contact here] at (xxx) xxx-xxxx as soon as possible to arrange for the return of all property belonging to Recover Care. If the equipment is not received by [Date], we will consider further action.

We appreciate your cooperation in this matter,

Name

Role

(xxx) xxx-xxxx

**LETTER #2 – if equipment not received by due date in letter 1, send the below**

To: Employee Name

Address

City, State, Zip

Employee,

On [Date], a letter was sent to you regarding the return of [describe missing items]. As of the writing of this letter, there is no record of your returning the items in question. Please be advised Recover Care considers refusal to return company property to be theft. If the above listed items are not returned by [Date], Recover Care will contact local law enforcement. Please contact [Name] at [Phone] immediately to arrange for the return of all property belonging to Recover Care.

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Regards,

Name

Role

(xxx) xxx-xxxx