



WWW.ASA.EDU

EQUIPMENT RETURN REQUEST

Employee Name

Employee Street Address

Employee City, State and Zip Code

Re: Return of Equipment Issued by ASA College

Dear Employee,

I am writing to request the return of the equipment listed below that was issued to you in the course of your employment. As noted on a copy of the attached Agreement for Assignment of College Equipment, you are required to return the equipment upon request or otherwise properly account for it by, among other things, explaining what reasonable precautions you took to ensure its safety.

Please return the listed equipment to my office no later than _____ (date _____ days from today).
MM/DD/YYYY

If you fail to return the equipment as requested, or otherwise properly account for it, the ASA College will explore all legal options at its disposal, including, but not limited to, deducting the value of the equipment from your paychecks, deducting the value of the equipment from your accrued vacation pay and/or taking legal action.

Feel free to contact me if you have any questions.

Yours truly,

Name

Title

Signature

Date

Enclosures:

DOWNTOWN BROOKLYN

81 Willoughby Street
Brooklyn, NY 11201
Tel.: 718 - 522-9073

MIDTOWN MANHATTAN

1293 Broadway/One Herald Center
New York, NY 10001
Tel.: 212-672-6450

NORTH MIAMI BEACH

3909 N.E. 163rd Street
North Miami Beach, FL 33160
Tel.: 786-279-1740