

SAMPLE — unverbindlich / non-binding

Notice on returning a company device

This notice is for the person who still has a company device outside the firm. It explains the written return path. It is not a reference letter, not an account and not a demand letter.

Document type	Employee notice
Client (example)	Employer SAMPLE — not a real company
Case	RK-0001 · one device · ReturnKit
Device (example)	Business notebook · no serial number in this sample
Contact path	written / asynchronous · no phone call required
Legal entity	Ruta Group, sole proprietorship, CHE-471.967.194, Maltesers LU

1. Why you received this notice

Your employer has asked ITBox to organise the return of a company device. This notice is used only after the employer has given a mandate. ITBox does not write to you on its own initiative or without that basis.

ITBox is not your HR team, not your IT department and not a public authority. ITBox does not enforce the return against you. The employment relationship stays with your employer.

2. What we ask you to do

- Pack the company device in the supplied protective packaging (ReturnKit).
- Close the numbered seal as instructed.
- Use only the enclosed return label.
- Do not factory-reset the device and do not include passwords, recovery keys or files.
- If the battery is damaged, swollen, hot or leaking, do not ship and inform your employer in writing.

You do not need to call ITBox. The standard path is written.

3. Personal return link — not an account

If a link is enclosed, it applies only to this one case. It is a time-limited token: not a login, not a user account, not a portal and not evidence. The link can be revoked. This public sample does not show a real token.

4. Reminders

At most two written reminders. No unsolicited phone call. A human conversation only if you or the employer expressly ask for one.

5. What ITBox does not do

- no enforcement of the return against you;
- no purchase of your private property;
- no certification and no NIST Certificate;
- no handling of references, payroll or employment law.

6. Privacy

The controller for employment data remains the employer. ITBox processes only the details needed for collection and documented intake. Please do not send extra personal data, third-party private addresses or files.

7. Questions

Employment, references, company data: your employer. Packing and shipping this one device: in writing to the

named ITBox channel.

Important limitation

This is a SAMPLE. It is not a delivered letter, not an order, not evidence of a real case and not legal advice. The production version is issued only after an employer mandate and only for a concrete case. All values in this document are synthetic.

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SAMPLE