

Your name

Your address

Date

Dear Mr. / Ms. (HR manager's name)

Subject: Demand to return personal property

This is to bring to your notice that my personal effects have remained in the office and my access to the same is cut off. I was relieved of my duties on (date of resignation/ dismissal). Having no access to my desk since the aforementioned date, I am unable to collect my valuable personal belongings.

I urge you to allow me access to ensure the retrieval of my property. I expect to collect my possessions within five working days of the delivery of this letter. In failing to do so, I will be forced to resort to legal means to repossess items that rightfully belong to me.

With both of our interests in mind, I hope that I will receive a favorable reply.

Sincerely

Your signature

[Your full name]