

11/04/2024
Chennai

LAPTOP ISSUANCE LETTER

Employee Details:

Name: Abinaya P
Employee ID: TS0029
Designation: Frontend Engineer
Department: Frontend Team
Contact Number: 9025385460
Email Address: abinaya@techsavvy.ai

Laptop Details:

Brand: Apple
Model: Apple M1
CPU: Macbook Air M1
PROCESSOR: 8 GB
Storage: 245.11 GB
Serial Number: HXJN2AQ61WFV
Date of Issue: 04.04.2025

Terms and Conditions:

1. The laptop is issued for official use only.
2. The employee is responsible for the safekeeping and proper usage of the laptop.
3. Any damage or loss of the laptop must be reported immediately to the IT department.
4. The laptop should be returned in good working condition upon the termination of employment or when requested by the company.
5. The employee agrees to abide by the company's IT policies and guidelines.

6. The employee is responsible for keeping the laptop in good condition while using it and until the time of return.
7. No unauthorised programs or software should be installed on the laptop for privacy and security reasons.
8. The employee is the only authorised person to have access to and use this laptop; any unauthorised access is a violation of the company's policy and employment contract.
9. All non-company-related data should be removed from the laptop before returning it to the designated department.
10. In the event of loss, theft, or damage, it must be reported to the police within 24-48 hours, and a copy of the police report or incident report must be submitted to the company for verification.
11. Any violation of these policies may result in disciplinary action by the company.

Acknowledgement:

In acceptance of this device (Laptop) for usage, I agree to the terms and conditions stated above.

I, **Abinaya P**, hereby acknowledge the receipt of the above-mentioned laptop and agree to the terms and conditions stated in this form.

Signature: _____

Date: 11/04/2024

Place: Chennai