IT Department,

Hexagon Capability Center India Private Limited

My laptop with Asset Serial No: xxxxxxx is due for replacement and the same is being handed over to IT department as a part of replacement process. I express my intent to purchase the old laptop which is being returned to IT once the debonding process is completed.

I agree to pay INR xxxxx (please fill the amount here) towards the sale proceeds of the laptop and authorize HCCI to deduct this amount from payroll. I understand that the Laptop will be given to me in “as is where is condition” after formatting. I also understand that no operating system will be provided along with the laptop and there won’t be any support from HCCI IT team after I purchase.

Employee Name:

Employee ID:

Signature

Date: