

Dear [Name],

We are initiating the process to return your company-owned equipment. Below, you will find detailed instructions and an attached shipping label to facilitate the return. Additionally, a shipping box will be dispatched to your address shortly, if you haven't received it already.

Step 1: Packaging

Securely package the laptop and its accessories in the provided box. For guidance, please refer to the attached [Video Tutorial](#) on how to safely pack your laptop.

Step 2: Disabling 'Find My Mac' (for MacBook Users)

Please follow these instructions to disable the 'Find My Mac' feature:

- Access Find My Mac: Visit [Find My](#).
- Sign in using the Apple ID that is configured on your MacBook.
- Click on "All Devices" and select the company provided MacBook from the dropdown list.
- Remove from Account: Look for the "Remove from Account" option and click on it. Confirm your action if prompted.
- Also goto [Apple ID Devices](#).
- Navigate to Devices: Navigate to the "Devices" section and find your MacBook.
- Remove from Account: Select the option to "Remove from Account."

Step 3: Labeling and Return

Print out the attached shipping label and affix it to your package. The label contains all necessary information for return processing.

Drop-off or Pickup Options

- Pickup: Follow the instructions on the shipping label to schedule a pickup at your convenience.
- Drop-off: You can also drop off the package at any nearby FedEx location using the information on the shipping label.

Should you need any assistance or have questions, please feel free to reach out to us.

Thank you for your cooperation.