**DG/HR/2024-2025**

**Assets**

I hope this letter finds you well. As a valued member of our team, I am entrusting you with the responsibility of the office Assets effective **Date\_\_\_\_\_\_\_**. These Assets grant access to important areas within our premises and signify your role in maintaining security and operational integrity.

You are accountable for the Assets entrusted to you. Any misuse or negligence may result in disciplinary action.

This Assets is the property of **Dhandhanya Group** and today **Date\_\_\_\_\_**These Assets is being Issued to **Ms/Mr. \_\_\_\_\_\_\_\_\_\_\_\_** for official uses only, so today onwards all the responsibilities of these Assets is of **Ms**/**Mr.**

**Assets Name: -**

1. Mobile- \_\_\_\_\_\_\_\_\_\_\_\_\_: - This number is exclusive for official uses so you are directed to give this number only to clients and not to give your personal or other number to any clients, and never switch off this number at any moments.

Is exclusive for official uses so you don’t have permission to give these Assets to anyone

And you have to submit these Assets before leaving the company.

**Signature: - Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HR – Manager – (Signatory) Branch Manager – (Signatory)**