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# ASSET HANDOVER FORM

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| --- | --- |
| Name of Employee : {employee\_name} Email : {email}  Department :{department}  Phone: {phone} | Handover Date : {handover\_date} Assign For: Permanent Temp Return Date(if Temp): Handover By : {handover\_by} |

Dear Sir / Madam  
Please find the below as the assets handed over to you, to support you in carrying out your assignment in a most Proficient manner.

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| --- | --- | --- | --- | --- | --- |
| Sr. No. | Particulars | Asset Code | | Qty | Remarks |
| {#asset\_table}{sr} | {particulars} | {asset\_code} | | {qty} | {remarks}{/asset\_table} |
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| Authorized Signatory **(Employee)** | | | Authorized Signatory **(Assigner)** | | |

**ACKNOWLEDGEMENT AND DECLARATION BY EMPLOYEE**I, Ms/Mr. {employee\_name} hereby acknowledge that I have received the above mentioned assets. I understand that this asset belong to **company**  and is under my possession for carrying out my office work. I hereby assure that I will take care of the assets of the company to the best possible extend.

**Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ General Manager Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return Consent:**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receiver Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**