| **ASSET HANDOVER FORM** | | | | |
| --- | --- | --- | --- | --- |
| **Your company name** | | | | |
| Registered Office:  Contact No. +91 FAX: +91 Email : Website: | | | | logo |
| **Name of Employee : Employee Code No :**  **Department :** | | | **Asset Transfer No : Handover Date :**  **Handover By** : | |
| Dear Sir / Madam  We congratulate you for joining [Company Name]!  Please find the below as the assets handed over to you, to support you in carrying out your assignment in a most Proficient manner. | | | | |
| **Sr.**  **No.** | **Particulars** | **Asset**  **Code** | **Qty** | **Remarks** |
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| **Authorized Signatory**  **(Person Requesting) (Approver)**  **(Person responsible for hand-over)** | | | | |
| **ACKNOWLEDGEMENT AND DECLARATION BY EMPLOYEE**  I, Ms/Mr [Name] hereby acknowledge that I have received the above mentioned assets. I understand that this asset belongs to the [companyname]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 extent. | | | | |

**OTHER REMARKS:**