**Asset Handover Form**

Name of the employee : Amit Kumar Panda

Employee No : 1091

Designation : Data Analyst

Date : 08-11-2017

Dear Amit Kumar Panda

We congratulate you for joining Kanerika Software Private Limited!

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 | Serial No | Asset Code | Remarks |
| 1. | Dell 3650 Latitude | 7ZR6YB2 | VER-LT-018 | 16G RAM,Win8.1,500GHDD |
| 2. | Dell Adaptor |  |  |  |
| 3 | Mouse |  |  |  |
| 4 | Dell Backpack |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Signature

**(Requested by) (Approved by)**

Employee Name: Employee Name:

Employee ID : Employee ID :

|  |
| --- |
| Dear IT Team,  I, hereby acknowledge that I have received the above mentioned assets. I understand that this asset belong to Kanerika Software Private Limited 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.  Signature |