

(Specimen) Letter to Handover Documents to Other Person

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To

(Name of the Person)

(Designation)

(Name of the Organisation)

Sub.: Handover of documents and assets

Dear,

I hereby hand over the charge of (..... department/ position) to you as per the direction of (Name and Designation of the Senior Authority).

Effective today, I have handed over to you the following assets and documents of the organisation which was in my possession:-

- i) (Name of the Document);
- ii) (Name of the Document);
- iii) (Name of the Asset); and
- iv) (Name of the Asset).

Please acknowledge the receipt of the same.

In case you have any questions for me, please feel free to have it clarified immediately. I will be happy to assist.

Thank you.

Sincerely,

(signature)

(Name of the Person)

CC to: (Name of the Senior Authority), (Designation), (Name of the Organisation)

Handover Documents Letter Sample

Tao Wei



Handover Documents Letter Sample:

Adopting the Melody of Appearance: An Mental Symphony within **Handover Documents Letter Sample**

In some sort of eaten by displays and the ceaseless chatter of immediate conversation, the melodic beauty and psychological symphony produced by the written word usually disappear in to the back ground, eclipsed by the relentless sound and disruptions that permeate our lives. Nevertheless, nestled within the pages of **Handover Documents Letter Sample** a wonderful fictional value filled with organic thoughts, lies an immersive symphony waiting to be embraced. Crafted by a masterful musician of language, this interesting masterpiece conducts viewers on a mental trip, well unraveling the concealed songs and profound impact resonating within each carefully crafted phrase. Within the depths of this touching assessment, we will discover the book is main harmonies, analyze their enthralling publishing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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