

(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)

Document Handing Over Letter Sample

Xiang Xie



Document Handing Over Letter Sample:

Unveiling the Energy of Verbal Beauty: An Mental Sojourn through **Document Handing Over Letter Sample**

In a world inundated with screens and the cacophony of instant communication, the profound energy and psychological resonance of verbal beauty usually disappear in to obscurity, eclipsed by the regular assault of sound and distractions. Yet, situated within the musical pages of **Document Handing Over Letter Sample**, a charming function of fictional brilliance that pulses with raw emotions, lies an memorable journey waiting to be embarked upon. Written by way of a virtuoso wordsmith, this enchanting opus courses readers on a psychological odyssey, softly exposing the latent possible and profound impact stuck within the intricate web of language. Within the heart-wrenching expanse with this evocative examination, we will embark upon an introspective exploration of the book is key subjects, dissect their charming publishing model, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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