

(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 Handover Letter Format

**Debrina Vita Ferezagia, Karin Amelia
Safitri, Nailul Mona, Badra Al Afa**

Document Handover Letter Format:

Document Handover Letter Format Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Document Handover Letter Format**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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