

(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)

Documents Handing Over Letter Format

Lingsheng Yao



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101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone, 2010-03-24 Whether you are addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of *101 Sample Write Ups for Documenting Employee Performance Problems* includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it is easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues [A Practical Approach to Commercial Conveyancing and Property](#) Robert M. Abbey, Mark B. Richards, 2016 This title offers practical advice and solutions in the complex area of commercial conveyancing and property Practical solutions are given to many of the more commonplace difficulties encountered together with helpful diagrams explaining some of the intricacies involved [Commentary on the UN Sales Law \(CISG\)](#) Christoph Brunner, Benjamin Gottlieb, 2019-03-18 Buyers and sellers engaging in the cross border sale of goods are well advised to be conversant with the United Nations Convention on Contracts for the International Sale of Goods CISG which governs international sales contracts The CISG has been ratified by 89 states which together account for over three quarters of all world trade This practically oriented article by article commentary on the CISG will be useful to legal practitioners counsel and arbitrators dealing with international sales contracts The in depth annotations deal extensively with the legal issues likely to arise under each CISG article The annotations include up to date analyses of state court and arbitral decisions the legal doctrines derived from these decisions and relevant scholarship to date Among the issues and topics discussed are the following interface with national laws scope of application obligations of seller and buyer non conforming goods and duty to notify breach of contract and remedies damages force majeure exemption and termination of contract and its consequences This book is an updated translation of the second German edition of a valued resource in Germany Switzerland and Austria and an authority regularly cited by the Swiss Supreme Court The commentary is influenced by legal authorities from both civil law and common law backgrounds Throughout the contributors refer to the cisg online ch database enabling users to locate decisions easily User friendly focused on practical questions concise but comprehensive this article by article commentary provides a quick and trenchant overview of existing legal opinions and court arbitral decisions It will prove immensely valuable to legal practitioners facilitating their formulation of reliable solutions to legal

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