

## (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

**M Lipman**



**Documents Handing Over Letter Format:**

## **Documents Handing Over Letter Format** Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the energy of words has become more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Documents Handing Over Letter Format**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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