Laptop Handover Letter Format in Word - Template

[Company Letterhead]

[Date]

[Recipient Information]

Dear [Recipient Name],

This letter confirms that the laptop mentioned below will be handed over to you on [Date]:

Laptop Model Number: [Model Number]
Serial Number: [Serial Number]
Configuration: [Configuration Details]
Condition: [Condition of the laptop]

You are responsible for ensuring the safekeeping of the laptop and its accessories. The laptop should only be used for official purposes and should be returned in good condition. Any damages or defects should be reported immediately.

Please sign the acknowledgement section below to confirm that you have received the laptop and that you understand your responsibilities.

Acknowledgement:
I, [Recipient Name], acknowledge that I have received the laptop mentioned above and that I understand my responsibilities as outlined in this letter.

[Signature of Recipient]

[Date]

[Signature of Transferring Employee]

[Date]