

# Asset Loss Notification Document

Document Number: ALN-2024-018

Date of Notification: 2024-06-24

## Reporting Party Details

Name: Sarah Lee  
Department: IT Services  
Contact Number: (555) 212-4546  
Email Address: sarah.lee@example.com

## Asset Information

Asset Description: Laptop Dell XPS 13  
Asset ID / Serial No.: DXX1345789  
Acquisition Date: 2022-03-10  
Estimated Value: \$1,200

## Details of Loss

Date of Loss: 2024-06-20  
Place of Loss: Main Office, 5th Floor  
Description of Incident: The asset was reported missing from the assigned workstation on the morning of June 20, 2024. Search and inquiries with colleagues confirmed the loss.  
Reported to Security/Police: Yes, Security Notified

## Action Taken

Immediate Steps: Notified IT and Security. Locked device remotely. Initiated investigation.  
Further Recommendations: Increase awareness of asset security. Reinforce asset check procedures.

## Authorized Signatory

Name: John Miller  
Designation: Asset Manager  
Signature: \_\_\_\_\_  
Date: 2024-06-24

## Important Notes

- Always report asset loss immediately to minimize risks and consequences.
- Ensure all sections of the notification are completed with accurate information.
- Attach any supporting documents or police/security reports if available.
- Keep a copy of the notification for future reference and audits.
- Follow organization's policy for further investigation and asset off-boarding.