

Concise Acknowledgement Document for Reported Asset Loss

Date: 2024-06-29
Document Ref: AL-2024-067
Reported By: Jane Doe
Department: IT Asset Management

Asset Details

Asset Type: Laptop Computer
Asset ID/Serial No.: LAP1739483 / SN39847XZ
Last Known Location: 5th Floor, Main Office
Date of Loss: 2024-06-27
Description: Asset missing after routine inventory check.

Acknowledgement

We hereby acknowledge the receipt and registration of the reported asset loss noted above. The information provided will be used for further investigation and record-keeping. The relevant authorities have been notified and the appropriate procedures have been initiated based on internal policy.

Reported By: Jane Doe
Date: 2024-06-29

Received By: Mark Smith
Date: 2024-06-29

Important Notes

- This document serves as acknowledgement of reported asset loss only; it is not proof of investigation outcome or liability.
- All asset loss reports should be made promptly and accurately with relevant supporting information.
- Retain this document for record and audit purposes as per your organization's policies.
- Subsequent actions (e.g., investigation, insurance claim) are managed separately from this acknowledgement.