

Company Asset Transfer Authorization Letter

Date: _____

To: _____

From: _____

This letter serves as an official authorization for the transfer of the company asset(s) listed below.

Asset Details

Asset Name/Type: _____

Asset Serial/ID Number: _____

Current Holder/Location: _____

New Holder/Recipient: _____

This transfer is effective as of _____.

Both the current and new holders of the asset are responsible for ensuring all company policies regarding asset handling and record keeping are followed.

Authorized Signatory

(Name & Designation)

New Asset Holder

(Name & Signature)

Important Notes:

- This document should be retained for record and audit purposes.
- Ensure all details are accurate before signing.
- Asset transfer must comply with company policies and procedures.
- Unauthorized transfers may lead to disciplinary action.
- Both parties should review the asset condition upon handover.