

# 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.