

Company Name: Acme Corporation
Address: 123 Main Street, City, Country
Date: 10 June 2024

Asset Disposal Approval Letter

Asset Name: Laser Printer HP M251nw
Asset ID/Tag No: ASST-0584
Department: Finance
Reason for Disposal: Obsolete and beyond economic repair

Approval

Dear Sir/Madam,

This letter serves as formal approval for the disposal of the above-mentioned asset, which has been reviewed and confirmed as no longer fit for further use within the organization.

Please proceed with the disposal process in accordance with company policies and applicable regulatory requirements. All relevant documentation and records concerning this asset should be updated and retained for audit and compliance purposes.

Approved by:

Name: Jane Doe
Position: Finance Manager
Date: 10 June 2024

Important Notes:

- Asset disposal must be authorized in writing before any action is taken.
- Ensure all data stored on electronic assets is securely erased prior to disposal.
- Maintain records of asset disposal for audit and verification purposes.
- Comply with all relevant environmental and regulatory guidelines regarding disposal.