

Asset Retirement Disposal Notification

Title Page Format

Prepared By: [Your Organization Name]

Document Number: [#####]

Date: [MM/DD/YYYY]

Asset Description	[Asset Name or Description]
Asset ID / Serial Number	[Asset ID or Serial Number]
Location	[Asset Location]
Requested By	[Requester's Name & Department]
Disposal Date	[Proposed Disposal Date]

Important Notes:

- Ensure all required approvals are obtained before asset disposal.
- Accurate details must be provided for audit and compliance purposes.
- Retain this notification for record-keeping and future reference.
- Confirm secure removal of all organizational data from the asset prior to disposal.
- Follow organizational guidelines and legal requirements for disposal methods.