

IT Asset Transfer Documentation

Date: [Insert Date]

From: [Name of the Transferring Department or Individual]

To: [Name of the Receiving Department or Individual]

Subject: IT Asset Transfer Notification

Asset Details

Asset ID	Asset Description	Serial Number	Condition
[Asset ID 1]	[Description 1]	[Serial Number 1]	[Condition 1]
[Asset ID 2]	[Description 2]	[Serial Number 2]	[Condition 2]

Transfer Acknowledgment

By signing below, the receiving party acknowledges the receipt of the above-listed assets.

Received by: _____

Department: _____

Date Received: _____

Contact Information

If you have any questions regarding this transfer, please contact:

Name: [Contact Name]

Email: [Contact Email]

Phone: [Contact Phone Number]

Thank you for your cooperation.