

IT Asset Transfer Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Department]
[Recipient's Email Address]

From: [Your Name]
[Your Position]
[Your Department]
[Your Email Address]

Subject: Notification of IT Asset Transfer and Equipment Reassignment

Dear [Recipient's Name],

This letter serves to inform you of the reassignment of IT assets within our department. The following equipment has been transferred to your possession:

- Asset ID: [Insert Asset ID]
- Asset Name: [Insert Asset Name]
- Serial Number: [Insert Serial Number]
- Assigned Date: [Insert Assigned Date]
- Assigned To: [Insert Recipient's Name]

Please ensure that these assets are used in accordance with our organization's IT policies. If you have any questions or need further assistance, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Department]
[Your Contact Information]