

IT Asset Transfer Approval

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Subject: IT Asset Transfer Procedure

Dear [Recipient Name],

This letter serves as a formal notification regarding the transfer of IT assets as part of our IT governance procedures. The following assets are scheduled for transfer:

- Asset Name: [Asset Name 1]
- Asset ID: [Asset ID 1]
- Asset Name: [Asset Name 2]
- Asset ID: [Asset ID 2]

****Transfer Details:****

Transfer From: [Current Holder's Name/Department]

Transfer To: [New Holder's Name/Department]

Transfer Date: [Insert Transfer Date]

Please ensure that all necessary documentation is completed prior to the transfer date. It is crucial that all assets are accounted for and that inventory records are updated accordingly.

If you have any questions or require further assistance, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]