

Acknowledgment of Assignment Handover

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

This letter is to formally acknowledge the handover of the assignment titled "[Assignment Name]" from [Sender's Name] to [Recipient's Name] on [Handover Date].

We confirm that all relevant documents and materials pertaining to this assignment have been transferred and received in good order.

If you have any questions or require further information, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]