**Handover Form (Assets & Responsibilities)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** | ABC Corporation Pvt. Ltd. | | |
| **Department:** | IT Department | **Form No.:** | HR/HO/2025/014 |
| **Date:** | 13-Oct-2025 |  |  |

**Section 1: Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Ahmed Raza | Employee ID | IT-082 |
| Designation | System Administrator | Department | IT |
| Last Working Day | 20-Oct-2025 | Supervisor/Manager | Mr. Salman Ali |

**Section 2: Handover of Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Description of Responsibility** | **Status (Completed/Pending)** | **Remarks** |
| 1 | Backup and migration of all server data | Completed | Verified by supervisor |
| 2 | Update of user access logs and permissions | Completed | – |
| 3 | Submission of ongoing project status reports | Pending | Due 15-Oct-2025 |
| 4 | Transfer of vendor contact information | Completed | – |
| 5 | Update of asset maintenance records | Completed | – |

**Section 3: Handover of Assets**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Asset Description** | **Asset Tag/ID** | **Condition** | **Date Returned** |
| 1 | Laptop (Dell Latitude 5420) | IT-0134 | Good | 12-Oct-2025 |
| 2 | Mobile Phone (Samsung A34) | IT-0179 | Good | 12-Oct-2025 |
| 3 | Office Keys | – | N/A | 12-Oct-2025 |
| 4 | Access Card | ACC-0051 | N/A | 12-Oct-2025 |
| 5 | External Hard Drive | IT-0195 | Good | 12-Oct-2025 |

**Section 4: Confirmation & Acknowledgment**

**Outgoing Employee Declaration:**  
I hereby confirm that I have handed over all assigned responsibilities and company assets listed above in satisfactory condition.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name:** Ahmed Raza  
**Date:** 13-Oct-2025

**Receiving Employee / Department Confirmation:**  
I acknowledge receipt of the responsibilities and assets listed above and confirm that they are complete and in good condition.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name:** Bilal Ahmed  
**Designation:** IT Support Engineer  
**Date:** 13-Oct-2025

**Supervisor/Manager Approval:**  
I verify that the handover process has been completed as per company policy.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name:** Salman Ali  
**Designation:** IT Manager  
**Date:** 13-Oct-2025

**Section 5: HR & Admin Clearance**

| **Department** | **Verified By** | **Signature** | **Date** |
| --- | --- | --- | --- |
| HR |  |  |  |
| Admin |  |  |  |
| Finance |  |  |  |