Formal Handover Acknowledgment Letter

Subject: Acknowledgment of Handover

Dear [Recipient Name],

This letter is to formally acknowledge the handover of [specific items, responsibilities, or documents] from [Name of Person Handing Over] to me on [Date].

I confirm that all the items listed have been received in good condition and that I understand my responsibilities regarding them.

Thank you for the smooth transition.

Sincerely,

[Your Name]

[Position]

[Date]

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