

**Date:** [Insert Date]

**To:** [Consultant Name]

**Employee ID:** [Insert ID]

**Position:** Recruitment Consultant

**Subject: IT Asset Handover Confirmation**

Dear [Consultant Name],

This letter confirms that the following IT assets have been assigned to you for the duration of your employment/contract with [Company Name]. These tools are provided to assist you in your recruitment and sourcing activities.

Asset Type	Make/Model	Serial Number / Asset Tag	Condition
Laptop	[Insert Details]	[Insert Details]	[New/Used]
Mobile Phone	[Insert Details]	[Insert Details]	[New/Used]
Headset	[Insert Details]	[Insert Details]	[New/Used]
Peripheral (Mouse/Keyboard)	[Insert Details]	[Insert Details]	[New/Used]

**Terms of Use:**

- The assets are for professional use and must be maintained in good condition.
- You are responsible for the security of the hardware and the data contained therein.
- In case of loss, theft, or damage, you must report it to the IT Department immediately.
- All assets must be returned to the company upon resignation or termination of contract.

By signing below, you acknowledge receipt of the items listed above and agree to comply with the company's IT Policy.

**Received By:**

\_\_\_\_\_  
[Consultant Name Signature]

**Issued By:**

\_\_\_\_\_  
[IT Manager/HR Name Signature]