

Casual Handover Acknowledgment Email

Subject: Received Handover Items

Hi [Name],

I'm writing to confirm that I have received all the items and documents handed over by you today. Everything seems to be in order.

Thanks for coordinating this smoothly.

Best,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/handover-acknowledgment-letter>