

Handover Acceptance Document

Date: [DD/MM/YYYY]

Location: [Company/Project Site]

1. Parties

Handover By: [Name, Designation, Department]

Accepted By: [Name, Designation, Department]

2. Details of Handover

1.	[Item/Responsibility/Document Name + Reference]
2.	[Item/Responsibility/Document Name + Reference]
3.	[Any pending work or special notes]

3. Acknowledgement

I, [Name], confirm that I have received the above items/responsibilities in good order and accept full responsibility for them from the above-mentioned date.

4. Signatures

Handover Party	Acceptance Party	Witness/Manager (Optional)
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____