



(Address of Client)

(Phone number of Client)

(Email address of Client)

(Website of Client)

(Day, Date, Month, Year)

(Contractor- Company)

(Address of Contractor Company)

Attn: (Person to address)

Letter of Taking Over

I, **[Full Name]**, acting as the **Employer**, hereby confirm that the **Contractor** has completed the Works to a level that allows taking over, in accordance with Clause 10.1.

Accordingly, this **Taking-Over Notice** is issued for **[Project/Work Description]**, effective **[Date]**.

In accordance with Clause 10.2, the Contractor is required to promptly complete any outstanding works and clear the Site without delay.

Yours faithfully,

(Client Representative/ Employee)

(Job Title)

(client company)

Client Company name: BRN no :