

Formal Handover Document

Subject: Handover of Responsibilities “ [Employee Name]

Dear [Manager/Supervisor Name],

As I prepare for my departure from [Company Name] on [Last Working Day], I am submitting this handover document to ensure a smooth transition of my responsibilities.

1. Current Projects:

- [Project Name 1]: Status, pending tasks, key contacts.
- [Project Name 2]: Status, deadlines, dependencies.

2. Ongoing Tasks:

- [Task 1]: Instructions and reference files.
- [Task 2]: Process documentation and priority.

3. Access and Credentials:

- [Software/Platform]: Login information and usage guidelines.
- [Shared Drives]: Location of files and folder permissions.

4. Contacts and Stakeholders:

- [Name 1]: Role, responsibilities, and communication history.
- [Name 2]: Role, responsibilities, and upcoming tasks.

Please let me know if further clarification is required. I am committed to ensuring a seamless handover.

Sincerely,

[Employee Name]

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