

Informal Handover Email

Subject: Handover Notes " [Employee Name]

Hi [Manager Name],

As I will be leaving [Company Name] on [Last Day], I wanted to provide a quick overview of my ongoing responsibilities for a smooth transition.

- Projects in Progress: [Project Details]
- Key Contacts: [Names and roles]
- Pending Tasks: [List and instructions]
- Files & Access: [Locations and credentials]

Feel free to reach out if any questions arise. Happy to walk someone through anything if needed before my last day.

Thanks,

[Employee Name]

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