

Project Handover Letter

Subject: Project Handover " [Employee Name]

Dear [Manager Name],

This document outlines the current status and next steps for all projects under my responsibility:

- [Project A]: Completed milestones, pending tasks, responsible contacts.
- [Project B]: Timeline, key dependencies, documentation location.
- [Project C]: Client interactions, upcoming deliverables, and required approvals.

All relevant files have been organized in [Folder/Drive Name] with clear instructions. Please let me know if a walkthrough meeting is required.

Best regards,

[Employee Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/handover-document-template-resigning-employee>