

Team Role Handover

Subject: Team Responsibilities Handover

Dear [Team Lead/Manager],

In preparation for my resignation effective [Last Working Day], I am documenting all team-related duties to facilitate continuity:

- Meeting Schedules: [Recurring meetings, key agendas]
- Communication Protocols: [Email threads, Slack channels]
- Pending Approvals: [Tasks awaiting sign-off]
- Key Collaborators: [Names and responsibilities]

I recommend [Colleague Name] as the interim contact for these responsibilities, and I will provide guidance during the transition.

Regards,

[Employee Name]

Get more templates here:

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