## I'm not a robot



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Subject: Handover of Responsibilities and Transition PlanDear [Recipient's Name], I hope this email finds you well. I am writing to formally hand over my current responsibilities and to provide you with a smooth transition plan as I prepare to move on to new opportunities within the organization. Effective [Last Working Day], I will no longer be in my
current role as [Your Current Position]. I would like to ensure a seamless transfer of tasks and knowledge to you so that you can step into this role confidently. Below is an outline of the handover process:1. Task Inventory: I have compiled a detailed list of all ongoing projects, tasks, and responsibilities that I am currently handling. I will share this
document with you as an attachment to this email.2. Meetings and Contacts: To help you get up to speed, I will invite you to join me in any relevant meetings I have scheduled before my departments to facilitate networking and collaboration.3. Documentation and
Files: I will ensure that all relevant documents, files, and information are organized and accessible on our shared drive or any other designated platform. If there are any confidential files that require your access, I will work with our IT department to grant you the necessary permissions.4. Training and Knowledge Transfer: Over the next [timeframe]
I am available to provide one-on-one training sessions with you. We can go over the processes, tools, and specific areas you would like me to focus on, please let me know, and I will be happy to accommodate your needs. 5. On-Call Support: Even after the transition, I will make
myself available via email or phone to answer any questions you might have during your initial period in the role. Please don't hesitate to reach out if you need any assistance. Accomplishments and Ongoing Projects: I will also prepare a summary of the projects I've been working on and their current status. This will help you understand the
priorities and critical tasks that need immediate attention. Other Relevant Information: If there are any additional resources or information you require for a successful transition, please let me know, and I will be glad to provide them. I want to assure you that I am committed to making this handover as smooth as possible for both you and the team.
 I believe you will excel in this role, and I am confident that you will find the team supportive and collaborative. If there's anything specific you'd like to discuss or any particular aspect you would like to focus on during the handover process, please let me know, and I'll be happy to accommodate your needs. Thank you for your understanding and
cooperation during this transition. I am looking forward to supporting you in any way I can. Best regards, [Your Phone Number] An authorisation must come from the person, who is the ultimate
recipient of the said documents. Such authorisation letters should clearly mention the name of the documents to be collected, time when the possible collection will take place, and other important details, if any. Handing over letter is also addressed to the successor of a person for a
particular position in an organisation, where the sender of the letter mainly mentions what documents and assets he is handover documents to other persons. (Handing over after leaving the job) (Name of the Organisation) Sub.: Handover of documents and assets he read assets he is handover of the letter mainly mentions what documents and assets he is handover of the organisation.)
          department/position) to you as per the direction of (Name and Designation of the Senior Authority). Effective today, I have handed over to you the following assets and document), iii) (Name of the Document), iii) (Name of the Document), iiii) (Name of the Asset), and Please acknowledge the
receipt of the same. In case, you have any questions for me, please feel free to have it clarified immediately. I will be happy to assist. CC to: (Name of the Senior Authorise for me, please feel free to have it clarified immediately. I will be happy to assist. CC to: (Name of the Senior Authorise), (Designation), (Name of the Senior Authorise), (Designation) (Name of the Senior Authorise).
                                               to the following person, who is authorised by me to pick up the said documents from you. His signature is attested hereunder. Name of the person:
                                                                                                                                                                                                                            Passport number:
                                                                                                                                                                                                                                                                                     He will arrive at your office on (Date) at around ____ a.m./ p.m.If you have any questions in
this regard, please feel free to contact me any time. Thank you for your cooperation. You're transferring a project from one manager to another. Or maybe you're welcoming a new employee to the team. How do you ensure the shift from before to after happens seamlessly? Simple — with a well-structured handover document template. A handover
document is a written record of daily tasks, details of ongoing projects, work schedules, deadlines, upcoming events and other crucial work information. This is an integral part of any knowledge management strategy that supports consistent and effective processes. It's a comprehensive report of responsibilities that project managers use to transfer
to incoming employees or teams. Are you wondering which handover documents are important for your team? This list of handover document templates will cover all bases for you. Jump to a template will cover all bases for you. Jump to a template will cover all bases for you.
include details of tasks, ongoing projects, deadlines, and other important work information. Five essential elements of successful project handover document, develop an action plan, define project
goals and expectations, identify key stakeholders, document deliverables and timelines, consider potential risks, compile training resources, and transfer ownership of resources and knowledge. What is a Handover Document? Handover document deliverables and transfer ownership of resources, and transfer ownership of resources, and transfer ownership of resources.
role. They're a form of visual communication that documents the project team's: Role, responsibilities and expectations. Project workflows. Status and progress. Important milestones and deadlines and expectations. Project workflows.
ongoing projects, understand various processes and keep the business moving forward. {{banner-ads"}} 12 Free Handover Document Templates Depending on the scope of the work, you might have different needs for your handoff document templates. Here are 12 handover templates you can try today! Project Handover Templates
                                   A project handover plan is comprehensive, particularly when one or a group of employees hands over the project, this project handover template includes: Project title and description: Brief project overview. Project
summary: Project goals, risks and assumptions. Roles and tasks: Each role and tasks: Each role and tasks the people responsible and deadlines. Try this project handover template for free. Project Handover Checklist Template Project handover checklist template
                                                                                                                                                                                                                                                                        Create a checklist with key information, documents and tasks that need to be completed with this free
project handover checklist template, ensuring a smooth project transition. Project overview and objectives. Status. Roles and responsibilities for tasks and deliverables. Key contacts and stakeholders and contact information. Try this project handover checklist template for free. Project
                                                        Use this project checklist template to outline the tasks, activities and milestones of the project lifecycle, setting your team up for a successful project handover. Project plan, budget, and deliverables. Tasks, activities and
milestones of the project lifecycle. Progress report and schedule. Project closure, approvals and stakeholder sign-offs. Project documentation. Try this project checklist template Change management means exactly how it sounds: the process of managing your
employees through all types of organizational change management activity. Use this template to build change management solves to maintain consistency including: Change management processes, tools, or leadership. Change management handover documentation helps teams with change management activity. Use this template to build change management activity.
Communication plan. Training plan. Risk management plan. Try this change management template for free. Check out our list of the top free change management template for free. Check out our list of the top free change management template are the communication plan. Training plan. Training plan. Training plan. Try this change management template for free.
                                                                                                                                                                                                                                                                                                                   A transition plan template is designed to help you support
offboarding one individual and handing off their responsibilities to another. The template facilitates a seamless handover by assigning clear responsibilities (broken down by year, month, week and day). Outstanding projects
                                                                                                                                                                                  When an existing employee is leaving or you're onboarding a new employee, your knowledge transfer strategy plays a key role during personnel changes. One of the best ways to do
Upcoming deadlines. Contacts. Communication plan. Try this transition plan template for free. Knowledge Transfer Template Knowledge transfer SOP template
this effectively is by using a well-structured knowledge handover plan or SOP template. This standard operating procedure includes: A blueprint of the knowledge transfer SOP template for free. Employee Offboarding Template Employee offboarding Template.
                An employee offboarding template outlines the handover process and procedures for when an employee leaves a company. This standardized quide supports leave management for when employees retire, resign or take extended leave. The handover documentation will break down the company policies and procedures that the
offboarding employee will need to follow, with a list of tasks they need to accomplish: Detailed exit letter. Details regarding the final paycheck, benefits information and exit interview. Process breakdown. Project handover instruction list. Try this employee offboarding template for free. Scribe tip: Create an employee offboarding checklist to manage
                                                                                                                          A method of procedure (or MOP) template outlines process instructions in manufacturing, construction, and IT industries. This template includes a(n): Goal: What are the goals of this project? Reference: Has our team done a project like
employee departure consistently and securely. Method of Procedure Template Method of Procedure template
this before? If yes, were the project documents stored for future use? Methodology: Is there a standard project methodology that must be followed? Stakeholders: Who are the key resources/stakeholders for this project? Cost: How much will the project cost and what is the proposed budget? Time: What is the timeline? Communication: What
communication do we need? Quality: How will you ensure the quality of your project outcome? Risk: The risks associated with this project? Try this method of procedure template for free. Standard Work Template Standard work
                A standard work template is best for assembly, production, safety, quality control and maintenance teams. Still, while standard work is usually associated with manufacturing environments, it can also help office settings optimize their workflows to enhance performance. This template includes a(n): Introduction: A description of the
task at hand. Purpose of Task: Additional context and goals. Instructions: A step-by-step account of the process. Try this standard work template for free. Construction Site Work Instruction Template Construction site work instruction template
                                                                                                                                                                                                                                                                          This construction site work instruction template provides clear and detailed step-by-step procedures
and instructions for construction project tasks, making handovers easy and seamless. Use this template to improve your construction project procedures and: Improve quality. Enhance safety. Increase efficiency. Facilitate faster and smoother completion of construction project tasks. Improve communication. Ensure compliance. Aid in record-keeping.
Try this construction site work instruction template for free. Sales-to-customer-success-handoff Template Sales to service handoff document template. According to 86 percent of customers, good customer service can convert a one-time client into a long-term customer. A sales-to-customer-success-handoff template ensures a smooth handover,
delivering a frictionless customer experience and maximizing satisfaction from the start. This template to better coordinate your client acquisition from the start. This template to better coordinate your client acquisition from the start. This template to better coordinate your client acquisition from the start.
and servicing teams. Try this sales to service handoff template for free. Runbook Template Runbook template
                                                                                                                            Runbook templates are essential for IT professionals who manage complex computer systems and applications. Use this runbook template to create handover documentation outlining: Procedures. Instructions and guidelines.
Checklists. Troubleshooting. Change management processes. Try this runbook template for free. 100+ Free Templates 100+ free document templates in the Scribe template gallery
                                                                                                                                                                                                       Try from 100+ free process documentation templates in the Scribe template gallery. Use these templates to: Train your teammates. Showcase your best practices
and procedures. Get projects done faster. ... all for half the time in effort. 5 Key Elements of Effective Handover Documentation When employees leave management, you'll inevitably run into confusion, inefficiency and
reduced productivity. 71 percent of organizations without an effective employee offboarding and handover process face such consequences. Effective handover documentation along with solid knowledge — the unspoken wisdom of how your company runs. The
proper project handover documents can help you onboard new employees without friction and maintain project continuity. Here are five essential elements to keep in mind when creating a work handover template. 1. Project Overview A brief description of the project, task, or role being handed over, including its purpose, objectives, and key
deliverables. 2. Responsibilities and Duties Mention the details of the day-to-day tasks that an employee takes up. Make sure these duties are explained in detail, including: Tools. Format. Task description. Processes, systems and tools used. Project documentation strategy. Performance expectations. Feedback and observations. Current and previous
approaches. Tips and strategies that helped the outgoing employee. Names of the senior executives the new employee must be accountable to. Any other vital information. When written well, project handover documents will allow new employees to start following their duties without any struggles or confusion. 3. Current Status Project/task status
updates are among the most vital information an incoming employee must have. Include these two elements: List of ongoing tasks Provide an update on the current status of the project, task, or role, including any outstanding tasks. Provide an update on the current status of the project, task, or role, including any outstanding tasks.
progress report, research conducted and results. Key success factors and main procedures related to the ongoing tasks are also crucial. If this feels like too much work—which it can be, use a time-saving document builder like Scribe.
                                                                                                                                                                                                                                                               Scribe captures your screen while you go through your task, building a visual guide, complete with text, links
and annotated screenshots. You can easily update steps to cater to each new hire and process. Upcoming deadlines The new employees or project managers should be aware of the upcoming deadlines for every project. Record all project timelines systematically using the handover document format below to avoid errors. Create a visual flow of the
timelines to simplify tracking all the start and finish dates. You can also color code these timelines for every team or milestone, like in this example.
                                                                                                                                                                   4. Learning Resources and Documentation Developing a proper set of training and guidance for the new employee(s) will help them understand the responsibilities at a deeper level. Provide them
with a list of relevant resources and documentation, such as files, reports and guidelines. Outgoing employees can also document their approach and what they've achieved so far to help their successors. Scribe top tip: Create step-by-step guides for newcomers on any task or process with Scribe. Use the screenshot Chrome extension to auto-
generate how-to guides in seconds. 5. Key Contacts and Stakeholders Every individual associated with a role or a project, task, or role, with their contact information. Make sure you mention the delivery channels for
accountability and a smooth flow of information. Add all the team members' contact information and their positions in the handover document depends upon whether your employee is leaving a role or transferring a project, here's a step-by-step guide for
building your own handover reports from scratch. 1. Create a Handover Action Plan Before creating handover documentation, develop an action plan so you don't want to leave any loose ends and ensure every task is delegated. Use these question
prompts to make a foolproof action plan: What's this transition about? What are the key responsibility areas (KRAs) in this transition? Who will be involved in creating the handover plan? Are there any guidelines to follow? Check out our free business action plan template 2. Define Project Goals, Expectations & Metrics While creating a detailed
plan: Clearly define the project's end goals. Specify deadlines, measuring units, and risks involved. Mention expectations from stakeholders in a handover meeting to discuss these elements. This will help keep everyone on the same page when the knowledge handover occurs. 3.
Identify Key Stakeholders Involved in the Project Identify key stakeholders for every task to ensure you don't miss out on handing over the duties to all the personnel responsible. List the people currently handling a particular role and those handling it once the project is transferred.
Handover documents should have specific timelines and important milestones, like due dates, meetings and other forms of communication. This is important for ensuring that nothing goes off course and the project meetings and other forms of communication. This is important for ensuring that nothing goes off course and the project meetings and other forms of communication.
even automate handoffs. 5. Consider Potential Risks & Roadblocks Beforehand Make sure that you add additional context and concerns in your handover documentation. This can include any potential roadblocks like: Lacking a certain skillset or area of expertise. Trouble bringing stakeholders together. Bottlenecks. Necessary approvals. Add your
inputs in the comments section and suggestions on how employees can handle the situation. 6. Compile Training Resources and Guides Now that you've documented what to do and when, it's time to show how. Create how-to guides for any process the employee goes through. This should include: A task overview. A step-by-step breakdown. Annotated
screenshots or illustrations for each step. A list of needed resources. Use a documentation app like Scribe to quickly generate visual guides you can link or embed in your handover documentation. Scribe to quickly generate visual guides you can link or embed in your handover documentation app like Scribe to quickly generate visual guides you can link or embed in your handover documentation. Scribe to quickly generate visual guides you can link or embed in your handover documentation.
you have your process guides, use Pages to combine multiple guides and ask the AI to write project documentation, training materials or handover documentation for you.
                                                                                                                                                                                            You can share your guides in seconds: Send a quick sharing link for easy access. Export your guide in multiple formats, such as PDF, markdown or HTML. Use the Scribe
platform to distribute your guides. Embed your guide into preferred platforms for seamless integration. 7. Transfer Ownership of All Resources & Knowledge Once you have prepared all the handover documents, manuals and SOPs, it's time to transfer the ownership of these resources. Send a list of accounts and credentials for login. You can also
transfer the accessibility for app accounts, guides and documentation via Google Drive and Jira. By documenting everything needed in the handover, you can confirm that your departing employee won't keep access to vital logins or information. Make sure to use a standard format and knowledge base with clearance permissions to maintain your
document security. Scribe tip: Use a knowledge-base Chrome extension to cut the time you need to build your knowledge base. Conclusion: Handover Documentation gaps, problems in tracking changes and insufficient information, among
others. In such scenarios, employees will take longer than usual to get started. That's where work handover documents come in. They're critical for every organization to ensure a smooth handover template is a life-saver for every project manager looking to transfer tasks or
onboard employees. Use this set of handover document templates to create effective handover documents in seconds — for free! Transitions in the workplace are inevitable. Whether you're moving to a new role, taking an extended leave, or departing the company, handing over your duties is a crucial step in
ensuring continuity and maintaining professional standards. Sample Letters of Handover of Marketing Coordinator Duties Dear John,
I will be on medical leave from July 15 to August 30, 2024. During this period, I am entrusting you with my Marketing Coordinator responsibilities. Below is a summary of key tasks and ongoing projects: 1. Social media content scheduling (platforms: Instagram, Twitter, LinkedIn) 2. Weekly performance reports for the CMO 3. Coordination of the
upcoming product launch event (September 15) All relevant files and access credentials can be found in the shared Marketing Team folder. Please don't hesitate to contact me at [personal email] if you need any clarification. Thank you for your support during my absence. Best regards, Sarah Johnson 2. Retirement Handover Subject: Handover of
Chief Financial Officer Duties Dear Board of Directors, After 30 rewarding years with XYZ Corporation, I am writing to formally hand over my duties as Chief Financial Officer, effective July 31, 2024. I have prepared a comprehensive transition document detailing: 1. Ongoing financial projects and their status 2. Key contacts for audits, tax filings, and
regulatory compliance 3. Strategic financial goals for the next fiscal year 4. Access information for all relevant financial systems This document has been an honor to serve this company. I am confident that
the finance department will continue to thrive under new leadership. Sincerely, Robert Brown 3. Interdepartment on August 1, 2024, I am writing to hand over my HR Manager responsibilities to you. Key
in the HR shared drive. I'm available for any questions or clarifications until my last day on July 31. Wishing you the best in your new role. Regards, Michael Chang 4. Project Alpha reaches its successful conclusion, I am handing over the remaining
administrative tasks to ensure proper closure. Outstanding items include: 1. Final budget reconciliation 2. Client satisfaction survey distribution and analysis 3. Team performance evaluations 4. Archiving of project documents I've assigned these tasks to respective team members, as detailed in the project management software. The projected
completion date for all items is August 15, 2024. It has been a pleasure leading this project. I'm confident in the team's ability to bring it to a successful close. Best regards, Emily Watson 5. Maternity Leave Handover Subject: Maternity Leave Handover Subject: Maternity Leave Handover Subject I'm confident in the team's ability to bring it to a successful close. Best regards, Emily Watson 5. Maternity Leave Handover Subject: Maternity Leave Handover Subject I'm confident in the team's ability to bring it to a successful close. Best regards, Emily Watson 5. Maternity Leave Handover Subject I'm confident in the team's ability to bring it to a successful close. Best regards, Emily Watson 5. Maternity Leave Handover Subject I'm confident in the team's ability to bring it to a successful close. Best regards, Emily Watson 5. Maternity Leave Handover Subject I'm confident in the team's ability to bring it to a successful close. Best regards, Emily Watson 5. Maternity Leave Handover Subject I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability to bring it to a successful close. Best regards I'm confident in the team's ability t
2024, I am writing to hand over my Sales Director responsibilities. Key focus areas for the next quarter: 1. Closing negotiations with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sales team expansion - interviews scheduled for 3 new positions with ABC Corp (projected value: $2M) 2. Sale
department's shared drive. Additionally, I've scheduled a series of transition meetings with you and key team members over the next two weeks. Please feel free to contact me at [personal email] if any urgent matters arise during my leave. Thank you for your support during this transition. Best wishes, Jennifer Lee 6. Sabbatical Handover Subject:
Collaboration with the University of Cambridge team 4. Supervision of two PhD candidates I've prepared comprehensive handover documents for each aspect of the project, which you'll find in the research database. I've also scheduled individual meetings with each team member to ensure they understand their roles and responsibilities during my
absence. While I'll be focusing on my research during this period, I can be reached at [email] for any critical issues. Thank you for overseeing the team during my sabbatical. Regards, Dr. Alex Patel 7. Company Departure Handover Subject: Handover of Customer Service Manager Duties Dear Maria, As I prepare for my departure from XYZ Company
on August 31, 2024, I am writing to formally hand over my responsibilities as Customer Service Manager. Key areas requiring immediate attention: 1. Ongoing training program for new hires (Week 2 of 6) 2. Customer satisfaction survey analysis (due September 15) 3. Implementation of new ticketing system (live: October 1) 4. Q4 staffing plant of the sta
finalization I've prepared detailed handover notes for each of these items, which you'll find in the shared Customer Service folder. I'm available for any questions or clarifications until my last day. It has been a pleasure working with you and the team. I wish you all continued success. Best regards, David Chen 8. Promotion Handover Subject:
Handover of Marketing Manager Duties Dear Sarah, As I transition to my new role as Marketing Director on September 1, 2024, I am writing to hand over my current Marketing planning 2. Budget allocation for the upcoming fiscal year 3. Agency
contract renewals (due October 31) 4. Team performance reviews (to be completed by November 15) I've shared comprehensive notes on each item in our department's shared drive. I've also scheduled a series of transition meetings with you and key stakeholders over the next two weeks to ensure a smooth handover. Congratulations on your
promotion to Marketing Manager. I'm confident you'll excel in this role. Best wishes, Laura Martinez 9. Reorganization, effective August 15, 2024, the IT Support team will be merging with the Development team. As such, I am
 handing over leadership of the IT Support function to our Development Manager, Jack Thompson. Key handover items include: 1. Ongoing helpdesk ticket management 2. Hardware and updates I've prepared detailed documentation on our
processes and systems, which has been shared with Jack. We will be conducting joint team meetings over the next week to facilitate a smooth transition. It has been a privilege leading the IT Support team. I'm confident that this merger will lead to improved efficiency and service delivery. Best regards, Samantha Lee 10. Interim Handover Subject.
Temporary Handover of CFO Duties Dear Executive Team, As I will be representing our company at the International Finance Summit from September 10-24, 2024, I am temporarily handing over my CFO, Mark Johnson. Key responsibilities during this period include: 1. Finalization of Q3 financial reports 2. Preparation for Summit from September 10-24, 2024, I am temporarily handing over my CFO duties to our Deputy CFO, Mark Johnson. Key responsibilities during this period include: 1. Finalization of Q3 financial reports 2. Preparation for Summit from September 10-24, 2024, I am temporarily handing over my CFO duties to our Deputy CFO, Mark Johnson. Key responsibilities during this period include: 1. Finalization of Q3 financial reports 2. Preparation for Summit from September 10-24, 2024, I am temporarily handing over my CFO duties to our Deputy CFO, Mark Johnson for Summit from September 10-24, 2024, I am temporarily handing over my CFO duties to our Deputy CFO duties Deputy CFO
the upcoming board meeting (September 30) 3. Oversight of the ongoing internal audit 4. Daily liquidity management I've briefed Mark on all critical matters, I can be reached via my company mobile. Thank you for your support during this period. Best regards,
Elizabeth Chen 11. End of Internship Handover Subject: Handover of Marketing Intern Projects and responsibilities. Key items include: 1. Social media content calendar (completed through September) 2. Competitor
analysis report (70% complete, due September 15) 3. Customer survey data compilation (ongoing) 4. Event planning for the October product launch I've organized all my work in the 'Intern Projects' folder on the shared drive, with detailed notes on the status of each item. I'm available to answer any questions or provide clarifications until my last
day. Thank you for the opportunity to learn and contribute to the team. Best regards, Jason Kim 12. Acquisition Handover Subject: Handover of HR Functions Post-Acquisition Dear Acquisition Dear Acquisition Dear Acquisition Handover Subject: Handover of HR Functions of XYZ Corp by ABC Inc., effective October 1, 2024, I am writing to hand over the HR functions of XYZ Corp. Key
areas for immediate attention: 1. Employee data integration (2000+ records) 2. Alignment of benefits packages 3. Ongoing recruitment processes, policies, and systems, which has been shared with your team. We have also scheduled
a series of transition meetings over the next month to ensure a smooth handover. Please don't hesitate to contact me for any clarifications or additional information. Best regards, Rachel Wong 13. Remote Work Transition bear Team, As our company transitions to a fully remote work model
from September 1, 2024, I am handing over my on-site Office Manager duties. Key responsibilities to be distributed: 1. Virtual office culture initiatives I've prepared detailed guidelines for each of these areas, which you'll find in the shared
Operations folder. I'll be conducting training sessions for team members taking on these responsibilities over the next two weeks. Thank you for your cooperation during this transition. I'm excited about our new remote work adventure. Best regards, Daniel Park 14. Sick Leave Handover Subject: Urgent Handover Due to Extended Sick Leave Dear
John, Due to an unexpected medical situation, I will be on sick leave effective immediately until further notice. I am handing over my Project Manager duties for August 10 2. Vendor contract renewal (deadline: August 15) 3. Team performance
reviews (due by month-end) 4. Budget revision for Q4 All project files and timelines are up to date in our project management software. I've also shared additional notes in the 'Atlas Initiative' folder on the shared drive. Please contact me at [personal email] if you need any urgent clarifications. I appreciate your understanding and support during this
time. Best regards, Sophia Rodriguez 15. Merger Handover Subject: Finance Department Handover Post-Merger Dear Merged Finance functions of LMN Corp. Key areas for integration and attention: 1. Consolidation of
 financial reporting systems 2. Alignment of fiscal year-end processes 3. Integration of payroll systems 4. Reconciliation of accounts and financial processes, systems 4. Reconciliation of accounts and financial processes.
integration meetings over the next two months to ensure a smooth transition. Please don't hesitate to reach out if you need any additional information for handling various handover scenarios in the workplace. By customizing these templates to
your specific situation, you can ensure a smooth transition of responsibilities, maintaining professionalism and efficiency throughout the process. At some point in your career, you'll need to hand over your work to someone else. Maybe you're taking extended leave, moving to a new team, or leaving the company. No matter the reason, a well-written
 handover letter can make the transition much easier for everyone involved. The tricky part is knowing exactly what to include. Too little information can leave your replacement confused, and helpful. Not sure where to start? These 10
handover letter examples cover a variety of situations and will help you write one that fits your needs perfectly. Sample Letters of Handing Over Duties A well-crafted handover letter ensures continuity and minimizes disruption during transitions. Let's examine ten effective examples that you can adapt for your needs. 1. Basic Office Duties Handover
Letter [recipient's address] Dear Mr. Johnson, Subject: Handover of Administrative Assistant Duties I'm writing to formally hand over my duties as Administrative Assistant as I prepare for my maternity leave starting June 15, 2025. This letter outlines the key responsibilities and ongoing projects that will need attention during my absence. Daily tasks
include managing the office calendar, coordinating meeting rooms, ordering supplies, and processing mail. The supply inventory spreadsheet is updated weekly (every Friday) and can be found in the shared drive under "Office Management > Supplies > 2025 Inventory." The office supply order is placed with Staples on the first Monday of each month
—our account number and contact details are in the vendor contact list in the same folder. There are two ongoing projects that require immediate attention. First, the quarterly budget report is due on June 30. All data has been collected, but the final review and submission will need to be completed. Second, the office renovation project is scheduled
to begin on July 10. The contractor details and project timeline are in the "Renovation 2025" folder. Please don't hesitate to contact me at (555) 123-4567 if any questions arise. I've also prepared detailed notes for each process, which you'll find in the "Admin Procedures" binder in the right drawer of my desk. Wishing you all the best during this
transition period. Sincerely, [sender's name and designation] 2. Project Management Handover Letter [insert recipient's address here] Dear Team, Subject: Project Handover - Regional Marketing Campaign project that
I've been leading since January. The campaign is currently in Phase 3 (Content Production) with a planned launch date of August 15. All strategy documents, creative briefs, and approved designs are stored in the project management system under "Regional Campaign 2025." Access permissions have been updated to include each of you. Key
upcoming milestones include: Final video production approval: June 20 Website landing page deployment: July 1 Social media asset delivery: July 15 Press releases distribution: August 1 The budget is currently 5% under projections, with $45,000 remaining for the final phases. All vendor contracts have been finalized, with payment schedules
documented in the "Vendors" folder. Sarah Williams from the creative team has been deeply involved throughout the process and will be an excellent resource for historical context. I've scheduled a comprehensive handover meeting for June 5 at 2 PM in Conference Room B, where I'll walk through all components in detail. The client has been notified
of this transition, and I've personally introduced Alex as the new project lead during our last status call. Thank you for your support in ensuring this transition goes smoothly. I'm confident that with the foundation we've built, the campaign will be a tremendous success. Best regards, [your name and position] 3. Financial Role Handover Letter
[addressee information] Dear Ms. Chen, Subject: Handover of Senior Accountant Responsibilities As discussed in our meeting last week, I will be transferring to our Singapore office effective July 1, 2025. This letter serves as the formal handover of my responsibilities as Senior Accountant for the North American division. Currently, the most pressing
matters are: 1. Q2 Financial Close: The second quarter close begins June 25. All preparation templates have been updated, and preliminary analyses have started for high-volume accounts. 2. Audit Preparation: External auditors from Grant Thornton will begin
their interim procedures on June 20. The PBC list has been acknowledged, and 70% of the requested documents have been uploaded to the secure portal. The remaining items are scheduled for completion by June 18, as tracked in the "Audit Tracker" spreadsheet. 3. New Accounting System Implementation: As a key user in the ERP upgrade project,
I've documented all test cases and configuration requirements for the GL and AP modules. You'll find these materials in the "Systems" folder, along with the project timeline and your assigned testing schedule for July. 4. Monthly Reports: The executive dashboard package is generated on the 5th business day of each month. The automation runs
overnight, but requires manual validation before distribution. Step-by-step instructions are saved in the "Reporting Procedures" document. All passwords and access credentials have been document for proper transfer. I've also scheduled three transition meetings next week to go through the details of each major
process area. The team is well-prepared to support you during this transition. Jason has exceptional knowledge of our tax compliance processes, while Mia specializes in the revenue recognition procedures. I can be reached at my new office starting July 5, and am happy to arrange calls as needed during your first few weeks. Thank you for taking on
 these responsibilities. I'm confident you'll bring valuable insights to the role. Sincerely, [name and title] 4. Customer Service Team Leader Handover of Customer Service Team Leader Role As I prepare for my new position within the
company, I wanted to provide you with a comprehensive handover of my Customer Service Team Leader responsibilities. The team consists of 12 full-time representatives working across three shifts to maintain our 24/7 support coverage. Their schedules, performance metrics, and development plans are all stored in the Team Management folder on
the shared drive. The upcoming vacation calendar has been approved through September, with coverage arrangements already in place. Our current call volume averages 350-400 inquiries daily, with peak periods typically occurring between 10-11 AM and 2-3 PM. The automated workforce management system handles scheduling based on these
patterns, but sometimes requires manual adjustments during marketing campaigns or product launches. The team's performance has been strong this quarter, with a 92% customer satisfaction rate and an average resolution time of 4.5 minutes per call. We're still working on improving first-call resolution, which currently stands at 78% against our
target of 85%. Three team members (Alisha, Marcus, and Deon) are currently on performance improvement plans, with weekly coaching sessions scheduled every Monday. The documentation and progress notes are in their respective personnel files. The most common customer issues currently involve the new mobile app update (troubleshooting
steps in the knowledge base) and shipping delays from our Dallas warehouse (escalation process detailed in the Urgent Issues Playbook). I've arranged for Tanya, our top performer, to be your go-to person during the first few weeks. She's exceptionally knowledgeable about our systems and procedures. The team has been informed of the leadership to the le
change and is looking forward to working with you. I'll be available by phone (555-987-6543) if any questions come up after I've moved to my new role. Thank you for taking on this dynamic team. They're a dedicated group who truly cares about our customers. Warmly, [sender details] 5. IT Systems Administrator Handover Letter [address of
recipient] Dear Technical Operations Team, Subject: Handover of System Administrator Responsibilities As I'll be leaving the company effective June 30, this letter documents the critical systems Administrator. Server Infrastructure: Production environment: 12 physical phys
servers in our on-premises data center (Rack B3-B5), plus 45 virtual instances on our VMware cluster Cloud resources: 28 AWS EC2 instances across development, staging, and DR environments Backup systems: Daily incremental backups run at 1 AM, full backups every Sunday at 2 AM Monitoring: Nagios alerts configured to the
sysadmin@company.com distribution list and the PagerDuty rotation Critical Credentials: All passwords, certificates, and access keys have been updated in the IT department's secure password manager. Kyle has been designated as the new master administrator and received the encryption keys via secure channel. Scheduled Maintenance: Database
server patching: Scheduled for June 20, 9 PM-12 AM (change request #CR-2025-0342) Storage array firmware update: Waiting vendor confirmation, tentatively July 10 SSL certificate renewals: marketing.company.com expires July 15, renewal in progress Ongoing Projects: Data center consolidation (Phase 2): Network equipment migration planned
for August, all documentation in the project SharePoint site Zero-trust security implementation: Vendor selection in progress, evaluation matrix and requirements in the "Security Projects" folder Automated deployment pipeline: 80% complete, remaining tasks tracked in Jira project DEVOPS-2025 Vendor Contacts: The complete list of support
contracts, account numbers, and technical contacts is maintained in the "Vendor Management" spreadsheet. Our Microsoft enterprise agreement renewal is due in September—preliminary discussions have started with our account representative, David Miller. I've scheduled knowledge transfer sessions for next week covering each major system
component. Technical documentation has been updated and centralized in the wiki (Internal IT > System Administration > 2025 Architecture). Please reach out if any clarification is needed as you take over these responsibilities. Regards, [your name and job title] 6. Retail Store Manager Handover Letter [insert address here] Dear Miguel, Subject
Handover of Downtown Store Management Congratulations on your promotion to Manager of our Downtown location! As I transition to the Regional Manager position, I wanted to share key information about running this busy store. The team includes 5 full-time and 12 part-time associates, with scheduling handled through the StoreSchedule app
The current schedule is set through July 15, and staff availability patterns are logged in the system. Payroll is approved biweekly on Mondays, with time-off requests requiring at least two weeks' notice except for emergencies. The store currently averages $32,500 in weekly sales, with Saturdays being our highest volume day. Sales targets are set
monthly, with associate commission structures outlined in the document labeled "2025 Compensation Plan" in the management folder. The top performers are Jessica and Tyrone, who consistently exceed their targets. Cash handling procedures include three daily deposits on weekdays (noon, 5 PM, and closing) and four on weekends. The safe
combination has been shared with you separately, and the alarm codes will be updated on your first official day. Current inventory focus areas: Summer collection: Front display rotation scheduled for June 15 Clearance items: Located in the back-right corner, additional 10% discount authorized for items over 60 days old New fall arrivals: Begin
arriving July 10, planogram in the "Visual Merchandising" binder Loss prevention has been a challenge this quarter, with shrinkage up 2% from last year. We've implemented additional security measures including more frequent bag checks and adjusting the location of high-theft items. The LP specialist visits every Wednesday. The store's busiest
hours are weekdays from 12-2 PM and 5-7 PM, plus all day Saturday. I've found it best to schedule your most experienced associates during these peak times. Our landlord contact for building issues is Frank at 555-123-4567. The HVAC system is finicky—settings and troubleshooting tips are posted near the thermostat. The regional team will be
visiting for your official introduction on June 18. The quarterly business review is scheduled for July 15—I've already started the presentation outline in the shared drive. I'll be in the store all next week for hands-on training, and afterward available by phone anytime you need guidance. Looking forward to seeing this location thrive under your
leadership! All the best, [sender's name and role] 7. Research Assistant Handover Letter [recipient's address block] Dear Dr. Williams, See also 11 Sample Letters of Request for Certificate of EmploymentSubject: Research Assistant For the
Quantum Computing Applications project as I complete my fellowship term on June 30. The current experiment (Phase 3B: Quantum Algorithm Optimization) is proceeding according to the timeline established in the grant proposal. All experimental data through June 1 has been processed, analyzed, and stored according to our data management plan
You'll find the complete dataset in the secured project repository under "/2025/Phase3B/" with appropriate metadata and documentation. The custom analysis software developed for this project is maintained in our GitHub repository, with all code thoroughly commented and unit tests implemented. The README file contains detailed instructions for
installation and usage. I've also prepared a troubleshooting guide based on common issues encountered during our runs. Regarding administrative matters, the quarterly progress report for our NSF grant is due July 15. I've drafted approximately 70% of this document, with placeholders for the final June experimental results. The draft is stored in the
shared Google Drive folder titled "Grant Administration." Lab equipment calibration is current, with the next scheduled maintenance for the upcoming collaborative experiment with MIT have been arranged, with their team scheduled to visit during the week
of July 10. Graduate student Chen has been shadowing me for the past month and is familiar with most day-to-day procedures. He has access to all necessary systems and has demonstrated proficiency with the experimental protocols. Finally, I've organized all physical materials, including printed journals, equipment manuals, and handwritten notes,
in the filing cabinet beside my desk. An inventory list is taped to the inside of the top drawer. It has been an honor contributing to this groundbreaking research. I'm available via email until August 15 should any questions arise about my portion of the work. Respectfully, [name and position] 8. Human Resources Manager Handover Letter [addressee
information block] Dear Lisa, Subject: HR Manager Role Transition As I prepare for my retirement at the end of this month, I'm providing this comprehensive handover of my responsibilities as Human Resources Manager for the Northeast Region. The HR team consists of three HR Generalists, one Recruiter, and one Benefits Coordinator. Their
applications received) Operations Supervisors x3 (job description approved, ready for posting) All active requisitions are tracked in the ATS, with detailed notes on each candidate's status. The recruiting dashboard is updated every Friday, showing pipeline metrics and time-to-fill statistics. We're currently in the middle of our annual benefits
enrollment period, which runs until June 25. The Benefits Coordinator is managing the process, with approximately 65% of employees having completed their selections. Daily completed their selections cases that require sensitive handling: Performance
improvement plan for Thomas Allen (Engineering) - weekly check-ins scheduled through July Workplace accommodation request from Carol Liu (Accounting) - awaiting doctor documentation Pending investigation regarding policy violation in the Warehouse department - meeting with legal scheduled for June 15 The complete files for these cases are
in the locked cabinet in my office (key in the envelope on my desk). Our annual compliance training program launches July 1, with all materials updated and loaded into the LMS. The communications plan is drafted and awaiting your review before distribution. The company's compensation review cycle begins in September. The budget planning
 spreadsheet has been created with preliminary increase pools based on last year's performance distribution. All HR policies have been reviewed and updated as of March, with the employee handbook accessible on the intranet. The labor law posters in all locations were replaced in January and are compliant with current regulations. I've enjoyed
every minute of my 15 years with this company and am confident you'll bring fresh perspectives to this role. I'm available for phone consultations through July if anything comes up that needs historical context. With appreciation, [your name and title] 9. Sales Account Manager Handover Letter [recipient details] Dear Alex, Subject: Client Portfolio
Handover Following my acceptance of the National Sales Director position, I'll be transferring my client accounts to you effective July 1. This letter outlines the status of each key relationship, ongoing negotiations, and critical information to ensure a seamless transition for our clients. Corporate Accounts: Acme Corporation: Our largest account
($1.2M annual revenue). Current contract runs through December. Primary contact is Samantha Wu (SVP Operations), who prefers early morning calls. Their quarterly business review is scheduled for July 15 - agenda draft is in the shared folder. Pinnacle Industries: Mid-sized account with high growth potential. Recently expanded their order by
30%. Currently implementing our premium service tier with expected completion by August. Tom Garcia (Procurement Director) is the decision-maker, though day-to-day communication still in progress with some technical challenges around API
integration. Weekly status calls every Thursday at 2 PM. They're particularly concerned about meeting the September 1 go-live date for their busy season. Active Opportunities: Global Health Systems: Proposal submitted last week for enterprise-wide solution ($1.8M potential). Decision expected by July 30. They're also considering our main
competitor, with pricing being the primary concern. Velocity Manufacturing: In early discovery phase. Site survey scheduled for June 25. They have budget approved but are moving cautiously due to previous vendor disappointment. All account plans, contact details, and conversation notes are up to date in the CRM. The "Client Success Strategies"
document in each account record outlines the unique approach that has proven effective with each organization. I've notified all clients of the upcoming change via email and have received positive responses about working with you. I'd like to schedule joint calls with each primary contact during the next two weeks to personally introduce you. The
quarterly forecasts have been updated to reflect current probability assessments. We're tracking to 108% of target for Q2, with healthy pipeline coverage for Q3. Please let me know which account you'd like to focus on first so we can prioritize our transition efforts accordingly. I'm confident these valued clients will be in excellent hands with your
experience and consultative approach. Best, [sender information] 10. Executive Assistant Handover Letters of Denial of RequestSubject: Executive Support Role Transition As I prepare to move to the Marketing department next week, I wanted to provide you with comprehensive
information about supporting Ms. Patterson, our CEO, in your new role as her Executive Assistant. Calendar Management: Ms. Patterson typically starts her day at 7:30 AM with a review of overnight emails and reports. She prefers meetings to be scheduled in 45-minute blocks with 15-minute breaks between them. Friday afternoons are reserved for
strategic planning and should remain meeting-free whenever possible. The standing meetings include: Executive Team: Mondays, 8:30-10:00 AM Board Update: First Tuesday monthly, 3:00-4:30 PM All-Hands Preparation: Last Thursday monthly, 1:00-2:00 PM Investor Relations: Wednesdays, 11:00-11:45 AM during earnings periods Her husband's
birthday is July 12, and her children's school events are already blocked in the calendar through year-end. Travel Arrangements: Ms. Patterson travels approximately twice monthly. She prefers aisle seats near the front of the aircraft and rooms on high floors away from elevators. Her loyalty program information is stored in the "Travel Profiles"
document. The upcoming confirmed trips include: Chicago: June 20-22 (Conference speaker) London: July 7-11 (Subsidiary review) Singapore: August 15-20 (Market expansion meetings) The travel agency contact is Marissa at Global Executive Travel (555-765-4321). Communication Preferences: Ms. Patterson prefers email for routine matters and
texts for time-sensitive issues. She values brevity and appreciates bullet points for complex topics. Weekly reports should be condensed to one page with supporting data in appendices. Her communication style is direct, and she appreciates when guestions are presented with recommended solutions. Executive Team Dynamics; You'll interact
frequently with the executive team's support staff. Michelle (CFO's assistant) manages the operational dashboard updates. Both are excellent resources for understanding internal protocols. Office Management: The office supply inventory is maintained by Facilities, but Ms.
Patterson has specific preferences for her personal items (listed in the "Office Supplies" note). She drinks green tea throughout the day (kept in the right cabinet) and prefers lunch to be ordered by 11:30 on meeting-heavy days. I'll be available next week for side-by-side training and will remain accessible by phone afterward should any questions
arise. The role can be demanding but incredibly rewarding with the right organizational approach. I wish you much success in this position and the broader executive team. Sincerely, [name and current title] Wrapping Up: Handover Letters Creating effective handover letters doesn't
have to be complicated. The key is clarity, thoroughness, and consideration for those taking over your responsibilities. A good handover letter serves as both documentation and guidance, helping maintain business continuity during transitions. The examples provided highlight different approaches based on roles, responsibilities, and organizational
contexts. Adapt them to your specific situation by focusing on what matters most: ensuring that your role confidently. Remember that the goal is practical knowledge transfer. Focus on current projects, key contacts, upcoming deadlines, and any unique aspects of your role that might not be
obvious to someone new. Your thoughtfulness during this transition reflects your professionalism and commitment to your team's continued success. A well-crafted handover letter is your final contribution to a position—make it count by setting up the next person for success from day one. Subject: Handover of Responsibilities and Transition PlanDear
[Recipient's Name], I hope this email finds you well. I am writing to formally hand over my current responsibilities and to provide you with a smooth transition plan as I prepare to move on to new opportunities within the organization. Effective [Last Working Day], I will no longer be in my current role as [Your Current Position]. I would like to ensure a
seamless transfer of tasks and knowledge to you so that you can step into this role confidently. Below is an outline of the handover process: 1. Task Inventory: I have compiled a detailed list of all ongoing projects, tasks, and responsibilities that I am currently handling. I will share this document with you as an attachment to this email. 2. Meetings and
Contacts: To help you get up to speed, I will invite you to join me in any relevant meetings I have scheduled before my departments to facilitate networking and collaboration. Documentation and Files: I will ensure that all relevant documents, files, and information
are organized and accessible on our shared drive or any other designated platform. If there are any confidential files that require your access, I will work with our IT department to grant you the necessary permissions.4. Training and Knowledge Transfer: Over the next [timeframe], I am available to provide one-on-one training sessions with you. We
can go over the processes, tools, and specific aspects of the role to ensure a smooth handover. If there are any specific areas you would like me to focus on, please let me know, and I will make myself available via email or phone to answer any questions you
might have during your initial period in the role. Please don't hesitate to reach out if you need any assistance. 6. Accomplishments and Ongoing Projects: I will also prepare a summary of the priorities and critical tasks that need immediate attention. 7. Other
Relevant Information: If there are any additional resources or information you require for a successful transition, please let me know, and I will be glad to provide them. I believe you will excel in this role, and I am confident that you will
find the team supportive and collaborative. If there's anything specific you'd like to discuss or any particular aspect you would like to focus on during the handover process, please let me know, and I'll be happy to accommodate your needs. Thank you for your understanding and cooperation during this transition. I am looking forward to supporting you
in any way I can.Best regards,[Your Name][Your Current Position][Your Email Address][Your Phone Number]
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