

# Handover Acceptance Mail

Dear [Recipient],

I am writing to formally accept the handover of [project/task/responsibility] from you. Thank you for your hard work and dedication in bringing this project to completion.

I understand the effort that you have put into this project and I will do my best to ensure its success going forward. I appreciate the thoroughness of your handover and I will review all the materials and information you have provided to me.

Please let me know if there are any outstanding issues or concerns that need to be addressed. I am committed to working collaboratively with you and other stakeholders to ensure a smooth transition.

Once again, thank you for your contributions to this project and for your assistance in the handover process. I look forward to working with you again in the future.

Best regards,

[Your Name]