

Professional confirmation of handover

Subject: Acceptance of Handover

Dear [Sender's Name],

I acknowledge receipt of the handover document and associated responsibilities regarding [Project/Task Name].

I confirm that I have reviewed all materials and am prepared to take over the duties as outlined.

Please consider this email as formal acceptance of the handover. I will maintain all records and follow procedures accordingly.

Thank you for the smooth transition.

Best regards,

[Your Name]

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