Handover Document Template Resigning Employee

Handover Document Template for Resigning Employee

Note: This template is a general guideline and can be customized to fit the specific needs of your organization.

Employee Information:

- Name: [Employee's Name]

- Position: [Employee's Position]

Department: [Employee's Department]

- Last Working Day: [Last Working Day]

- Handover Date: [Handover Date]

Introduction:

This handover document is prepared by [Resigning Employee's Name] to provide a comprehensive overview of their responsibilities, tasks, and projects. This will help facilitate a smooth transition for their successor and ensure the continuity of work within the [Department Name] department.

Responsibilities and Tasks:

[List of the employee's key responsibilities and tasks, including any ongoing projects they are involved in.]

- 1. [Responsibility/Task 1]
 - Description: [Brief description of the responsibility/task]
 - Status: [Current status of the task]
 - Key Contacts: [Names and contact information of relevant colleagues or stakeholders]
 - Important Notes: [Any specific information or updates related to this task]
- 2. [Responsibility/Task 2]
 - Description: [Brief description of the responsibility/task]
 - Status: [Current status of the task]
 - Key Contacts: [Names and contact information of relevant colleagues or stakeholders]

- Important Notes: [Any specific information or updates related to this task] **Ongoing Projects:** [List of ongoing projects the employee is involved in.] 1. [Project Name 1] - Description: [Brief description of the project] - Current Status: [Current status of the project] - Key Milestones: [Upcoming milestones or deadlines] - Key Contacts: [Names and contact information of project team members] 2. [Project Name 2] - Description: [Brief description of the project] - Current Status: [Current status of the project] - Key Milestones: [Upcoming milestones or deadlines] - Key Contacts: [Names and contact information of project team members] **Contacts:** [List of important contacts the employee interacts with regularly.] 1. [Contact Name 1] - [Contact Information] - Role: [Contact's role or position] - Relationship: [Nature of interaction with the contact] 2. [Contact Name 2] - [Contact Information] - Role: [Contact's role or position] - Relationship: [Nature of interaction with the contact] **Tools and Systems:** [List of tools, software, systems, and access credentials used by the employee.]

1. [Tool/System Name 1]	
- Purpose: [Purpose of the tool/system]	
- Access Credentials: [Username and password]	
- Important Notes: [Any specific instructions or information rel	ated to the tool/system]
2. [Tool/System Name 2]	
- Purpose: [Purpose of the tool/system]	
- Access Credentials: [Username and password]	
- Important Notes: [Any specific instructions or information related to the tool/system]	
Additional Notes:	
[Any additional information, tips, or advice the resigning employee would like to provide to their	
successor.]	
By signing below, I acknowledge that I have reviewed and understood the contents of this handove	
document.	
Resigning Employee's Signature:	Date:
Supervisor's Signature:	Date:
Successor's Signature:	Date:
[End of Document]	