

# 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 related 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.]

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By signing below, I acknowledge that I have reviewed and understood the contents of this handover document.

Resigning Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Successor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[End of Document]