Formal Handover Document

Subject: Handover of Responsibilities â€" [Employee Name]

Dear [Manager/Supervisor Name],

As I prepare for my departure from [Company Name] on [Last Working Day], I am submitting this handover document to ensure a smooth transition of my responsibilities.

- 1. Current Projects:
- [Project Name 1]: Status, pending tasks, key contacts.
- [Project Name 2]: Status, deadlines, dependencies.
- 2. Ongoing Tasks:
- [Task 1]: Instructions and reference files.
- [Task 2]: Process documentation and priority.
- 3. Access and Credentials:
- [Software/Platform]: Login information and usage guidelines.
- [Shared Drives]: Location of files and folder permissions.
- 4. Contacts and Stakeholders:
- [Name 1]: Role, responsibilities, and communication history.
- [Name 2]: Role, responsibilities, and upcoming tasks.

Please let me know if further clarification is required. I am committed to ensuring a seamless handover.

Sincerely,

[Employee Name]

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