

Quick Handover Email

Subject: Handover Summary " [Employee Name]

Hi [Manager Name],

As my last day approaches on [Date], here is a concise summary of my responsibilities:

- Active Projects: [Project Names & Status]
- Pending Tasks: [Short List]
- Important Contacts: [Names & Roles]
- Access Details: [File Locations]

I am available for questions via email until [Last Working Day].

Thanks,

[Employee Name]

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