

Handover Letter Format After Resignation

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Contact Information]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Your Company]

Dear [Recipient's Name],

I am writing this letter to formally hand over my responsibilities and provide important information as I prepare to leave my position as [Your Position] in [Your Department] at [Your Company]. My last working day will be [Last Working Day], as per my resignation notice.

I have outlined below the key tasks, projects, and pertinent details that will require your attention or that of the team after my departure:

1. **Project Handover:**

- List any ongoing projects you're involved in, along with their current status and important milestones.

- Provide details on project objectives, key stakeholders, and any challenges that need to be addressed.

2. **Daily Responsibilities:**

- Enumerate your daily tasks and responsibilities, highlighting any critical routines or processes that need to be continued.

3. **Contacts and Relationships:**

- Mention key contacts, both internal and external, that you regularly interact with. Provide their names, roles, and contact information.

4. **Pending Tasks:**

- Detail any pending tasks, deadlines, or commitments that need to be addressed after my departure.

5. **Access and Resources:**

- Specify any access rights, tools, systems, or resources required to perform the tasks effectively.

6. **Documentation and Files:**

- Identify essential documents, files, and resources that your successor should be aware of or have access to.

7. **Tips and Suggestions:**

- Offer any insights, tips, or suggestions that could help your successor transition smoothly into the role.

I am committed to ensuring a seamless handover process, and I am available to provide any assistance or clarification needed during this transition. Please feel free to contact me at [Your Contact Information] or [Your Email Address] after my departure.

I appreciate the opportunity I've had to contribute to [Your Company], and I am confident that you and the team will continue to excel in achieving our goals.

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature]

[Your Typed Name]