

Formal handover letter after resignation

Subject: Handover of Responsibilities

Dear [Manager's Name],

I am writing this letter to formally hand over my responsibilities as [Your Job Title] following my resignation from [Company Name], effective [last working day].

During the notice period, I have documented all ongoing projects, pending tasks, and important contacts in a detailed handover report. This includes instructions for system access, vendor communication, and client updates. I have also scheduled meetings with my successor/team to explain the workflow and answer any questions.

Please let me know if there are specific areas that require further clarification. I will ensure a smooth transition before my departure.

Sincerely,

[Your Name]

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