

Casual email handover to team after resignation

Subject: Handover of My Work

Hi Team,

As most of you know, I'll be leaving [Company Name] on [last working day]. Before I go, I wanted to share a quick overview of the tasks I've been managing and who will be taking over.

- Project A: [Colleague's Name] will handle future updates.
- Project B: Documentation has been updated in our shared drive.
- Client communication: Contact [Name/Email] for support.

I'll be available over the next [X] weeks to walk anyone through the details. Thanks for making my time here enjoyable and for supporting this transition!

Cheers,

[Your Name]

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