

Provisional handover letter with pending tasks

Subject: Temporary Handover of Work

Dear [Manager's Name],

As part of my resignation, I am handing over all my responsibilities. While I have completed most of the ongoing tasks, a few items remain pending and will need follow-up after my departure.

- [Task 1] " currently at [status].
- [Task 2] " awaiting approval.
- [Task 3] " requires monitoring.

I have shared the related files and updates with [Colleague's Name], who has kindly agreed to oversee the completion. Please let me know if you need further clarifications.

Sincerely,

[Your Name]

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