

Heartfelt handover email to successor after resignation

Subject: Transition of Responsibilities

Dear [Colleague's Name],

Since you'll be taking over my role after I leave [Company Name], I wanted to personally walk you through the responsibilities I've been managing. Attached is a detailed handover file with all necessary contacts, processes, and pending tasks.

I have great confidence in your abilities to take this role forward. Please don't hesitate to reach out to me over the next few weeks for any clarifications. Even after I leave, you can always drop me a message if you get stuck—I'll be glad to help.

Wishing you the best as you step into this role.

Warm regards,

[Your Name]

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