

Quick handover email when leaving early

Subject: Immediate Work Handover

Dear [Manager's Name],

Due to my early departure from [Company Name], I am providing a brief handover of my responsibilities to ensure continuity.

Key points:

- All project files are stored in the shared folder.
- [Colleague's Name] has been briefed to take over urgent tasks.
- Client communications have been updated with the transition details.

Although time is short, I am available for calls or clarifications until [last working day].

Regards,

[Your Name]

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