

Official handover letter for HR records

Subject: Official Handover of Duties

Dear [HR Manager's Name],

In line with my resignation dated [date], I confirm the handover of all work responsibilities related to my position as [Job Title]. I have completed the formal handover checklist, including:

- Submission of all work reports and project files
- Transfer of login credentials and access rights
- Clearance of pending administrative duties

Please acknowledge receipt of this handover letter for record-keeping purposes. I am committed to assisting until my final working day.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/handover-letter-format-after-resignation>