

Simple handover note after resignation

Subject: Task Handover

Dear Team,

Here's a simple breakdown of my tasks as I prepare to leave [Company Name].

- Daily reporting: [Name] will continue this.
- Weekly client calls: [Name] will handle.
- Internal updates: Documents are in the shared drive.

It's been a pleasure working with you all. Please reach out before [last working day] if you need details on any of these tasks.

Best,

[Your Name]

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