

Detailed handover letter for manager after resignation

Subject: Detailed Work Handover Report

Dear [Manager's Name],

Following my resignation effective [last working day], I am providing a comprehensive handover of my duties. Attached you will find:

1. List of ongoing projects with current status.
2. Contact details of key clients and stakeholders.
3. Administrative checklists and pending approvals.
4. Suggested timelines for follow-up actions.

I am happy to schedule a meeting to go through this document in detail. My aim is to ensure that the transition is smooth and nothing is left unattended.

Sincerely,

[Your Name]

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