

Brief Project Handover Speech

Subject: Project [Name] Handover

Hello team,

As my assignment on Project [Name] concludes, I'm here to formally hand over project leadership to [Successor's Name].

Over the past [duration], we've accomplished [key milestones]. We're currently [current status], with the next critical deadline being [date] for [deliverable].

I've prepared comprehensive documentation covering project scope, stakeholder contacts, budget status, risk register, and pending decisions. All files are available in [location/system].

[Successor's Name] brings valuable experience in [relevant expertise] and is well-positioned to guide this project to successful completion. I've briefed them on all active workstreams and introduced them to key stakeholders.

Key items requiring immediate attention include [item 1], [item 2], and [item 3].

I'm confident this project will continue to excel under new leadership. Thank you all for your collaboration and professionalism.

Please extend full support to [Successor's Name] as you did for me.

Best wishes,

[Your Name]

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