

Formal Project Handover Email

Subject: Project Handover " [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. As I will be transitioning out of my current role, I am officially handing over all responsibilities related to the [Project Name] project to you effective [Date].

Attached are all necessary documents, including project plans, progress reports, and pending action items. I've also outlined key contacts and current challenges that may require your attention in the coming weeks.

Please feel free to reach out to me until [Last Working Day] for any clarifications or background information you might need. I am confident that you will continue driving the project successfully.

Best regards,

[Your Name]

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