

Casual Team Handover Email

Subject: Wrapping Up and Passing the Baton!

Hey Team,

As my time with [Department/Project Name] comes to a close, I wanted to drop a quick message to make sure everything transitions smoothly. I've updated all the files on the shared drive and left notes in each project folder.

[Colleague's Name] will be taking over most of my duties starting [Date], and they already have access to everything. If you have any quick questions before I go, feel free to ping me on email or chat.

It's been great working with all of you. Thanks for the teamwork and good vibes!

Cheers,

[Your Name]

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