

Employee Exit Handover Email

Subject: Handover of Responsibilities Before Departure

Dear [Manager's Name],

As my final working day approaches on [Date], I wanted to formally hand over all my current duties to [Replacement's Name]. This includes my responsibilities for [Tasks/Projects].

All documents and files have been organized in the team's shared folder, and I've provided a brief note summarizing the status of each task. [Replacement's Name] is fully briefed and ready to take over the ongoing activities.

I appreciate the support I've received during my tenure and wish the team continued success.

Sincerely,

[Your Name]

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