

Department Transfer Handover Email

Subject: Handover of Duties for [Department Name]

Dear [Recipient's Name],

As I will be transferring to the [New Department Name] effective [Date], I'm handing over all tasks and files related to [Projects or Duties] to [Colleague's Name].

All pending work, schedules, and important details have been documented in the attached file for easy reference. I've also briefed [Colleague's Name] to ensure no disruption in ongoing operations.

Thank you for your collaboration. I look forward to staying connected in my new role.

Warm regards,

[Your Name]

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