

Quick Handover Email for Short Leave

Subject: Short Leave Handover " [Date Range]

Hi [Colleague's Name],

I'll be away from [Start Date] to [End Date], and during this time, you'll be covering my responsibilities for [Tasks/Projects].

All relevant files and instructions are available in our shared drive under [Folder Name]. Everything is up to date, but please reach out before [Date] if you need clarification.

Thanks for helping out! I'll catch up with you once I'm back.

Best,

[Your Name]

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