

Employee Name:	Emp. No.	Dept:
Job Title:		
Reason for Work Handover : <input type="checkbox"/> Vacation <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> End of Employment <input type="checkbox"/> Others :		
Taken over by:	Emp. No.	

Guideline: This form must be filled and completed before releasing the Employee and a copy of this must be attached with the Employee Clearance form. The employee should include all relevant files, documents and materials relevant to the work / task being turned over to the person as directed by his supervisor. Extra pages may be used as required.

I. Any task(s) which are pending or under progress at time of handover:

No.	Task(s)	Status
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

Note : For pending task(s), provide the reason (e.g. pending approval etc.)

II. Binder / Box File / Document / Reference

No.	Binder/Box File/Document	Short Description	Location
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

III. Electronic Files

No.	File Name	Short Description	Location
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

IV. Passwords:

No.	System	Password	Location
1.			
2.			
3.			
4.			
5.			

V. Financial Commitments if any

No.	Commitment	Amount	Remarks
1.			
2.			
3.			
4.			
5.			

VI. Inventory of Tools, Equipment etc.

No.	Description	Qty	Remarks
1.			
2.			
3.			
4.			
5.			

ACKNOWLEDGEMENT

Handed over / Taken over above stated items:

Handing over employee	Taking over employee	Witness: (Dept. Head)
Signature:	Signature:	Signature:
Emp.No.	Emp.No.	Name:
Date	Date:	Emp.No.:
		Date