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# Handover Note After Resignation

Date: October 3, 2024

To: John Doe, HR Manager

From: Jane Smith, Senior Analyst

Subject: Handover Note Following My Resignation

As I prepare to depart from Global Tech Solutions following my resignation, I wish to ensure a smooth transition of my duties and responsibilities. This note outlines critical information, ongoing projects, key contacts, and other essential details to assist in the handover process.

In terms of key responsibilities, I have been primarily involved in data analysis and reporting, which includes compiling monthly performance reports for the marketing team. Additionally, I have managed the quarterly budget forecast, focusing on analyzing spending patterns and providing recommendations for budget adjustments.

Regarding ongoing projects, Project Alpha is currently at the data collection phase, with the next steps being data analysis and drafting the report. Key contacts include Lisa Ray, Marketing Director. Project Beta is at the initial planning stage, requiring stakeholder interviews, and should be coordinated with Mike Johnson, CFO.

Critical deadlines approaching include the submission of the Q4 budget forecast due on November 15, 2024, where all department heads should finalize their budget requests by November 1.

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For assistance and further coordination, I recommend reaching out to Emily White, who serves as Assistant Analyst and can be contacted at [emily.white@globaltechsolutions.com](mailto:emily.white@globaltechsolutions.com), and Tom Black, Financial Analyst, available at [tom.black@globaltechsolutions.com](mailto:tom.black@globaltechsolutions.com).

Additionally, I've left all project files on the shared drive under the "Ongoing Projects" folder and login details for the analytics platform are with Emily White, who knows the operational specifics.

I have endeavored to leave comprehensive guidance to facilitate a seamless transition. Please do not hesitate to reach out should there be any questions or need for further clarification on any of the points mentioned.

Thank you for your cooperation and understanding during this transition period. I wish Global Tech Solutions and all its team members continued success in the future.

Best regards,

Jane Smith

Senior Analyst

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