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# Handover Note For Annual Leave

To: [Manager's Name/Team Lead's Name],

From: [Your Name],

Date: [Date],

Subject: Handover Note for Annual Leave

Dear [Manager's Name/Team Lead's Name],

As I will be on annual leave from **[Start Date]** to **[End Date]**, I've prepared this note to ensure continuity in my absence. Below are the details of ongoing projects, tasks, and key contacts.


Project A is in the **[phase]** phase, with the current status and actions required outlined briefly here. Task B is due by [Due Date], with necessary actions listed. Regular duties requiring attention during my leave include report submissions and client follow-ups.

Critical deadlines coming up include **[Task/Project Name]** with a completion deadline of [Deadline] and [Task/Project Name] with a review/meeting on [Date].

For any specific issues or project components, please reach out to **[Contact 1 Name]**, [Role], at [Contact Information], or [Contact 2 Name], [Role], at [Contact Information].

Pending issues include [Issue 1] and [Issue 2], with descriptions and recommended actions provided for each. All relevant documents are stored in [Location/Platform], including key documents like **[List of Key Documents]**.

I've briefed **[Colleague's Name]** as my primary backup, ensuring they have all necessary access and permissions. For any urgent issues or clarifications, please don't



hesitate to contact me at [Your Contact Information]. I aim for a smooth transition and am available for any further assistance required.

Thank you for your support during my leave period. I look forward to returning on **[Return Date]**.

Best regards,

[Your Name]

[Your Position]