**Handover Note For Leave**

horizontal line

To: [Recipient's Name]  
From: [Your Name]  
Position: [Your Position]  
Department: [Your Department]  
Leave Dates: From [Start Date] to [End Date]  
Date: [Today's Date]

**Introduction:**This note aims to ensure a smooth transition of my responsibilities during my absence. Below are the key duties, ongoing projects, and important contacts.

**Key Responsibilities:**

* Daily Operations:
  + Oversee daily operations in **[specific area/department]**. Ensure all tasks are completed according to the schedule.
  + Point of Contact: **[Name, Position]**
* Client Communications:
  + Manage all client communications, including emails and phone calls. Ensure prompt and professional responses.
  + Point of Contact: [Name, Position]

**Ongoing Projects:**

* Project A:
  + Status: Currently at the design phase, awaiting client feedback.
  + Next Steps: Review feedback and adjust designs accordingly.
  + Key Contacts: **[Designer's Name]**, [Client's Name]
* Project B:
  + Status: Finalizing the project proposal.
  + Next Steps: Submit the proposal by **[Due Date]**.
  + Key Contacts: [Team Member's Name], [Client's Name]

**Important Contacts:**

* [Manager's Name]: [Position], [Email], [Phone Number] - For overall department concerns.
* [HR's Name]: [Position], [Email], [Phone Number] - For leave-related queries.

**Critical Deadlines:**

* Report Submission: [Due Date] - Final report for [Project Name] needs to be submitted to **[Client's Name]**.
* Monthly Review Meeting: Scheduled for [Date] - Prepare the monthly performance report.

**Additional Information:**

* All relevant files and documents have been saved in the shared drive under the folder named "[Your Name] Handover."
* For any unforeseen issues, please refer to the departmental SOPs or contact **[Emergency Contact Name].**

**Conclusion:**I have briefed **[Colleague's Name]** about my current tasks and they will be covering for me during my leave. I trust that my responsibilities will be managed effectively in my absence. Please feel free to reach out to me via email for urgent issues, as I might have limited access to my phone.

Thank you for your support and understanding.

Best regards,

[Your Name]  
[Your Position]  
[Your Contact Information]