

# Handover Note For Leave

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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]