Project Handover Note

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

From: [Your Name],

Date: [Handover Date],

Subject: Handover of [Project Name] Project.

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

As I prepare to transition out of my current role, I am writing to ensure a smooth handover of the [Project Name] project. This project, aimed at [Brief Project Objective], is currently at a crucial stage. Below are the essential details for its continued success.

The project is currently [Brief Description of Current Status], with significant milestones including [Mention Any Completed Phases or Achievements]. Key tasks pending include Task 1, which involves [Task Description] and is currently overseen by [Name/Position], and Task 2, which requires [Action/Decision] and is the responsibility of [Name/Position].

Critical contacts for the project include [Contact 1 Name], [Role], reachable at [Contact Information], for issues related to [Specific Issue/Project Component], and [Contact 2 Name], [Role], at [Contact Information], for [Specific Issue/Project Component].

Important deadlines coming up include the completion of [Task/Component] by [Deadline], with all relevant documents located at [Location/Link]. All project documentation, including reports, contracts, and correspondence, is stored in [Location/Platform], with key documents being [List of Key Documents].

Pending issues that require attention are [Issue 1], where [Description and Recommended Action] is suggested, and [Issue 2], which calls for [Description and Recommended Action].

Immediate next steps for the project include [List of Immediate Actions Required], with long-term actions outlined as [List of Actions for Continuation of Project].

Please let me know how I can assist further in this transition period. I am committed to providing any necessary support and am available for discussions or clarifications until [Your Last Working Day].

Thank you for your understanding and cooperation.

Best Regards,

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