

Handover Note After Resignation

Date: [Insert Date]

To: [Recipient's Name/Team]

From: [Your Name]

Subject: Handover of Responsibilities

Dear [Recipient's Name/Team],

As you are aware, my last working day with [Company Name] is [Last Working Day Date]. To ensure a smooth transition, I have prepared this handover note outlining my current responsibilities, ongoing projects, key contacts, and any other critical information.

Current Responsibilities

1. **[Responsibility 1]**
 - **Description:** [Brief description]
 - **Status:** [Current status]
 - **Next Steps:** [Next actions required]
2. **[Responsibility 2]**
 - **Description:** [Brief description]
 - **Status:** [Current status]
 - **Next Steps:** [Next actions required]
3. **[Responsibility 3]**
 - **Description:** [Brief description]
 - **Status:** [Current status]
 - **Next Steps:** [Next actions required]

Ongoing Projects

1. Project Name 1

- **Description:** [Brief description]
- **Key Milestones:** [Upcoming deadlines/milestones]
- **Team Members Involved:** [Names and roles]
- **Next Steps:** [Next actions required]

2. Project Name 2

- **Description:** [Brief description]
- **Key Milestones:** [Upcoming deadlines/milestones]
- **Team Members Involved:** [Names and roles]
- **Next Steps:** [Next actions required]

Key Contacts

1. Contact 1

- **Name:** [Name]
- **Role:** [Role/Position]
- **Email:** [Email]
- **Phone:** [Phone Number]
- **Notes:** [Any additional information]

2. Contact 2

- **Name:** [Name]
- **Role:** [Role/Position]
- **Email:** [Email]
- **Phone:** [Phone Number]
- **Notes:** [Any additional information]

Important Information

- **Documentation:** [Links or locations of important documents, files, or resources]
- **Pending Approvals:** [List any pending approvals and relevant details]
- **Access and Permissions:** [Details of access to systems, tools, and accounts]

- **Other Notes:** [Any additional information or tips for a smooth transition]

Conclusion

I am committed to ensuring a seamless transition and will be available for any questions or clarifications until my last working day. Please do not hesitate to reach out to me.

Thank you for the opportunity to work with you all.

Best regards,

[Your Name]

[Your Position]

[Your Email]

[Your Phone Number]