
Handover Note For Job

Date: [Insert Date]

To: [Recipient's Name/Team]

From: [Your Name]

Subject: Handover of Job Responsibilities

Dear [Recipient's Name/Team],

As I will be leaving my position at [Company Name] on [Last Working Day Date], I am providing this handover note to ensure a smooth transition of my duties. Below, I have outlined my key responsibilities, ongoing projects, important contacts, and other critical information.

Current Responsibilities

1. Responsibility 1: [Title/Task]

- **Description:** [Brief description of the task]
- **Current Status:** [Completed/In Progress/Not Started]
- **Next Steps:** [Actions required and deadlines]
- **Relevant Contacts:** [Names and contact details]

2. Responsibility 2: [Title/Task]

- **Description:** [Brief description of the task]
- **Current Status:** [Completed/In Progress/Not Started]
- **Next Steps:** [Actions required and deadlines]
- **Relevant Contacts:** [Names and contact details]

3. Responsibility 3: [Title/Task]

- **Description:** [Brief description of the task]
- **Current Status:** [Completed/In Progress/Not Started]

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- **Next Steps:** [Actions required and deadlines]
 - **Relevant Contacts:** [Names and contact details]

Ongoing Projects

1. Project Name 1

- **Description:** [Brief description of the project]
- **Key Milestones:** [Upcoming deadlines/milestones]
- **Team Members Involved:** [Names and roles]
- **Next Steps:** [Actions required and deadlines]
- **Relevant Contacts:** [Names and contact details]

2. Project Name 2

- **Description:** [Brief description of the project]
- **Key Milestones:** [Upcoming deadlines/milestones]
- **Team Members Involved:** [Names and roles]
- **Next Steps:** [Actions required and deadlines]
- **Relevant Contacts:** [Names and contact details]

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 dedicated to ensuring a seamless transition and will be available to address any questions or provide further clarifications until my departure. Please feel free to reach out to me if needed.

Thank you for the opportunity to work with all of you.

Best regards,

[Your Name]

[Your Position]

[Your Email]

[Your Phone Number]