**HR Handover Checklist**



**Employee Information**

* **Name:** [Sample: John Doe]
* **Position:** [Sample: Marketing Manager]
* **Date of Joining:** [Sample: 2023-01-15]
* **Date of Exit:** [Sample: 2024-03-31]

**Handover Details**

* **Replacement's Name:** [Sample: Jane Smith]
* **Handover Date:** [Sample: 2024-03-20]
* **Documents Transferred:**
	+ Employment contract
	+ Performance reviews
	+ Training records

**Access and Credentials**

* **Email Accounts:** Transfer and deactivate
* **Software Access:** Revoke or reassign
* **Physical Assets:** List items (e.g., laptop, keys) and return status

**Ongoing Projects**

* **Project Name:** [Sample: Product Launch 2024]
* **Status:** In progress
* **Key Contacts:** [Sample: Tom Brown, Project Coordinator]

**Financial Information**

* **Pending Reimbursements:** List and status
* **Final Payroll Date:** [Sample: 2024-04-15]

**Exit Interview**

* **Date Conducted:** [Sample: 2024-03-25]
* **Key Feedback Points:** Summary of discussion

**Legal and Compliance**

* **Confidentiality Agreement:** Confirmation of understanding
* **Non-Compete Clause:** Status and reminder

These checkboxes can be used to track completion of each item in the HR handover process, ensuring a comprehensive and orderly transition.