

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Employee Transition and Handover Instructions

Dear [Employee Name],

As you prepare for your transition from your current role as [Job Title], we would like to outline the required handover process to ensure a smooth transfer of responsibilities. Please complete the following tasks by your final working day on [Final Date].

1. Handover Document

Please create a comprehensive handover document that includes:

- A summary of your daily, weekly, and monthly tasks.
- Current status of all active projects and immediate deadlines.
- Location of digital and physical files.
- Contact details for key stakeholders, clients, or vendors.

2. Status Meeting

Schedule a meeting with [Supervisor Name/Successor] by [Date] to review your pending tasks and answer any operational questions.

3. Access and Passwords

Ensure that all shared logins, software credentials, and administrative access rights are transferred to [Department/Name] or updated in the company password manager.

4. Equipment Return

Please return all company property, including your laptop, mobile device, building keys, and ID badge, to [Department/Location] on your final day.

5. Communication

Set an automated "Out of Office" email reply and redirect incoming queries to [Alternative Contact Name] starting on [Date].

We appreciate your cooperation in making this transition as seamless as possible. Thank you for your contributions to the team.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]