

[Your Name]  
[Your Job Title]  
[Date]

To: [Manager's Name / Successor's Name]  
Subject: Retirement Handover Document - [Your Department]

Dear [Name],

As I prepare for my retirement on [Your Last Working Day], I have outlined the following information to ensure a smooth transition of my responsibilities.

## **1. Key Responsibilities**

[Briefly describe daily/weekly tasks and ongoing duties.]

## **2. Current Projects and Status**

- **Project A:** [Current status, next steps, and deadlines]
- **Project B:** [Current status, next steps, and deadlines]

## **3. Key Contacts**

- **Internal:** [Name, Role, Extension]
- **External:** [Client/Vendor Name, Contact Person, Email/Phone]

## **4. File Locations and Access**

All relevant digital files can be found at: [Link to shared drive/folder].  
Physical files are located at: [Physical location/Cabinet number].

## **5. Recurring Meetings**

[List meetings, their frequency, and your specific role in them.]

## **6. Outstanding Issues**

[Note any unresolved items or potential challenges the successor should be aware of.]

I am available until [Last Date] to answer any questions or provide further clarification during the handover process.

Sincerely,

[Your Signature]

[Your Printed Name]