

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

To: [Manager's Name / HR Department]  
Subject: HRIS Manager Transition Plan

Dear [Name],

As I prepare for my transition from the role of HRIS Manager, I have outlined the following plan to ensure the continued integrity of our human resources data and system functionality.

### **1. System Administration and Access**

I have compiled a master list of all HRIS administrative credentials, third-party integration keys, and vendor contact details. These are securely stored in [Location/Software].

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

The following system updates are currently in progress:

- [Project A]: [Status / Next Steps]
- [Project B]: [Status / Next Steps]

### **3. Reporting and Compliance**

All recurring compliance reports (EEO-1, ACA, etc.) are scheduled. The custom query logic for the upcoming [Quarterly/Annual] audit is saved under [Folder Name].

### **4. Vendor Management**

The contract for [Software Name] is up for renewal on [Date]. I have briefed [Colleague's Name] on the primary points of contact for our technical account managers.

### **5. Pending Support Tickets**

There are currently [Number] open tickets with our service provider. I have documented the troubleshooting steps taken for each in the [Ticket Tracking System].

I am committed to making this handover as seamless as possible. I will spend my remaining time documenting standard operating procedures (SOPs) for our most frequent system workflows.

Sincerely,

[Your Signature]  
[Your Printed Name]