

To: [Recipient Name/Successor Name]

From: [Your Name]

Date: [Current Date]

Subject: Internal Transition Briefing: [Project/Matter Name]

Dear [Recipient Name],

This letter serves as a formal briefing regarding the transition of [Project/Matter Name], effective [Transition Date]. To ensure continuity, please find the current status and key details below.

1. Matter Overview

[Brief description of the matter and its primary objectives.]

2. Current Status

[Detailed summary of the current stage, recent milestones achieved, and any immediate work in progress.]

3. Key Contacts

- **Internal Stakeholders:** [Names and Departments]
- **External Partners/Vendors:** [Company Names and Contact Persons]

4. Upcoming Deadlines and Pending Actions

- [Date]: [Action Item]
- [Date]: [Action Item]

5. Critical Issues and Risks

[Outline any potential obstacles, sensitive information, or outstanding disputes that require immediate attention.]

6. Access and Documentation

All relevant files, correspondence, and background documents are located at: [File Path or Shared Drive Link].

I remain available until [Your Last Date] to answer any questions or provide further clarification during this handover process.

Best regards,

[Your Signature]

[Your Job Title]

Acknowledgment of Receipt:

I, [Recipient Name], acknowledge receipt of this briefing and the associated files for [Project/Matter Name].

Signature: _____ Date: _____