

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

[Recipient Name]
[Recipient Job Title]
[Company Name]

Subject: Transfer of [Project Name]

Dear [Recipient Name],

This letter is to formally transfer the responsibilities of **[Project Name]** to you, effective from **[Start Date]** to **[End Date]**. This transfer is due to [Reason for transfer, e.g., temporary leave/assignment].

To ensure a smooth transition, I have attached the following items:

- Current project status and milestones.
- Access credentials for necessary folders and software.
- Contact information for key stakeholders and vendors.
- A list of pending tasks and upcoming deadlines.

I have briefed the team regarding this change, and they are prepared to support you during this period. I will be available until [Your Last Date] to answer any questions or provide further clarification.

Upon my return on [Return Date], we will schedule a brief meeting to transition the project back to my management.

Thank you for your cooperation and support.

Best regards,

[Your Signature]
[Your Printed Name]