To,
The Branch Manager,
[Current Branch Name],
[Current City/Location]

Date: [Insert Date]

Subject: Handover of Responsibilities for Return to Home Branch Transfer

Dear Sir/Madam,

With reference to my transfer order [Order Number] dated [Date], I am writing to formally initiate the handover process of my current duties as I prepare to return to my home branch, [Home Branch Name], effective from [Last Working Date].

To ensure a smooth transition, I have completed the following requirements:

- **Pending Tasks:** All urgent files and pending transactions have been updated and listed in the attached summary.
- **Physical Assets:** I have returned all office equipment, keys, and security badges assigned to me.
- **Document Handover:** All physical and digital records have been handed over to [Successor's Name/Department Head].
- **Knowledge Transfer:** I have briefed my successor on ongoing projects and operational procedures.
- **Clearance:** I am requesting a "No Dues Certificate" from all relevant departments.

Please find attached the detailed handover report and the list of assets returned. I kindly request you to acknowledge receipt of these items and complete the final formalities regarding my relocation.

I would like to thank the team for their support during my tenure at this branch.

Yours sincerely,

[Your Full Name]
[Your Employee ID]
[Your Current Designation]
[Your Contact Number]