

Job Handover Report

Date: [Insert Date]

From (Outgoing Employee): [Your Name]

To (Incoming Employee): [Recipient's Name]

Position: [Your Position]

Department: [Department Name]

1. Purpose of the Handover

This job handover report outlines the transfer of responsibilities from [Your Name] to [Recipient's Name] to ensure a smooth transition.

2. Ongoing Tasks and Projects

- **Project A:** Currently in the execution phase, with a deadline on [insert date]. Key tasks to be completed include [task details], with the next meeting scheduled for [insert date].
- **Task B:** Routine updates for [system/report] must be submitted by [insert date].
- **Project C:** Pending approval for the final draft, which is expected to be completed by [insert date].

3. Pending Work

- **Task 1:** Complete the monthly performance report for [department/project] by [insert date].

- **Task 2:** Coordinate with [client/team] for the upcoming presentation on [insert date].
- **Task 3:** Follow up on [invoice/payment] processing due by [insert date].

4. Key Contacts

- **[Contact Name]:** [Role], [email/phone number], responsible for [task/project].
- **[Client/Team Member Name]:** [Position], contact at [email/phone number] for [specific task/interaction].

5. Documents and Resources

All necessary files, including project plans and reports, are saved in the shared drive under 'Department > Projects > [Project Name]'.

- **Financial Reports:** Stored in 'Finance > Monthly Reports'.
- **Project Documentation:** Located in 'Projects > Project A > Docs'.

6. Tools and Software

- **Task Management Tool:** The team uses [Software Name] to track and manage ongoing tasks. You can access it with the credentials that have already been provided to you.
- **Access to Systems:** Ensure that your access to [software/system] is set up, and contact IT support at [IT contact details] if needed.

7. Upcoming Deadlines and Meetings

- **Deadline 1:** Submit the quarterly review by [insert date].
- **Meeting 1:** Attend the project status update meeting on [insert date] with the [team/client].

- **Other Tasks:** Finalize the project budget review by [insert date].

8. Special Instructions

- **Priority Tasks:** Task 1 is a high-priority item and should be completed by [insert date].
- **Team Communication:** Please provide weekly updates to [manager/supervisor] every [insert day] to keep them informed on progress.

9. Conclusion

This report provides all the relevant information for a smooth job handover. Please feel free to reach out to me for further clarification during the transition period.

Outgoing Employee: [Your Name]

Incoming Employee: [Recipient's Name]