Handover Report After Resignation

Employee Name: [Your Name]

Position: [Your Position]

Department: [Your Department]

Date of Handover: [Date]

Last Working Day: [Last Working Day]

1. Introduction

- Provide a brief overview of your role and responsibilities in the organization. Include a statement about your resignation and the purpose of the handover report.

2. Current Projects

- **Project Name 1**:
    - Description: [Brief description of the project]
    - Status: [Current status, e.g., ongoing, completed]
    - Next Steps: [What needs to be done next, if applicable]
    - Key Contacts: [Names and contact information of team members or stakeholders]
- **Project Name 2**:
    - Description:
    - Status:

- Next Steps:
- Key Contacts:

3. Responsibilities

- List your key responsibilities and tasks. Provide details on any ongoing processes or activities that require attention.

4. Important Documents

- **Documentation**:

  List important documents that need to be handed over, including where they can be found or stored.
  - Document 1: [Name and location]
  - Document 2: [Name and location]

5. Access Information

- Provide information about access to systems, accounts, and tools that the successor will need.
  - System/Tool 1: [Access information]
  - System/Tool 2: [Access information]

6. Recommendations

- Offer any recommendations or tips for your successor to help them transition smoothly into your role.

7. Conclusion

- Thank the team and organization for the experience. Express your willingness to assist during the transition if needed.

Sign-off

- **Employee Signature**:
- **Date**: