

Handover Takeover Report

Date: [Insert Date]

From (Outgoing Employee): [Your Name]

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

Position: [Your Position]

1. Purpose of the Handover

This report serves as a formal handover of duties and responsibilities from [Your Name] to [Recipient's Name] as part of a smooth transition process.

2. Ongoing Projects

Project A: Currently in the implementation stage with a deadline of [insert date]. All major tasks are on track. Next steps include [list the next major tasks].

Project B: In the research phase with an upcoming presentation on [insert date].

3. Pending Tasks

Task 1: Finalize the report for [project/department] by [insert date].

Task 2: Schedule a meeting with [client/team] for [insert date].

4. Key Contacts

[Name]: [Position], reachable at [email/phone].

[Name]: [Position], [department/client name], reachable at [email/phone].

5. Documents and Resources

The files for all projects are stored in the shared drive under 'Projects > Current Projects'. The detailed project plan for Project A can be found in 'Project A > Documentation'.

6. Additional Notes

Please ensure the final approval for Project B's budget is obtained by [insert date]. If any issues arise, contact [supervisor's name] at [email/phone].

7. Conclusion

This handover report should ensure a smooth transition of all responsibilities. Please feel free to contact me for further clarification.

Outgoing Employee: [Your Name]

Incoming Employee: [Recipient's Name]