

# 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]