Work 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 report serves as a formal handover of my duties and responsibilities from [Your Name] to [Recipient's Name], effective from [date], to ensure a smooth transition.

2. Ongoing Projects

- **Project A:** Currently in the development phase with a deadline of [insert date]. The next major task is [insert task], which needs to be completed by [insert date].
- **Project B:** In the final review stage. All documentation is complete, and the final approval is expected by [insert date].

3. Pending Tasks

- **Task 1:** Submit the final draft of the report for [project/task] by [insert date].
- **Task 2:** Schedule a meeting with [team/client] for a project update on [insert date].

- **Task 3:** Complete the review of [document/report] and submit it to [manager/supervisor] by [insert date].

4. Key Contacts

- **[Contact Name]:** [Role], reachable at [email/phone number] for any project-related questions.
- **[Contact Name]:** [Client/Team Member], contact at [email/phone number] for client-specific matters.

5. Documents and Resources

All necessary documents, including project plans, reports, and task lists, are stored in the shared folder under 'Department > Projects > [Project Name]'.

- **Project A Documents:** Available in 'Projects > Project A > Documentation'.
- **Project B Reports:** Located in 'Projects > Project B > Final Reports'.

6. Tools and Software

- **Software:** The team uses [Software Name] for task management. Credentials for [Recipient's Name] have been set up.
- **Access:** Ensure access to [system/database] is functional by contacting IT support at [IT contact details].

7. Upcoming Deadlines and Meetings

- **Meeting 1:** Budget review meeting with management scheduled for [insert date].
- **Deadline 1:** Submit quarterly performance report by [insert date].

- **Other:** Follow up with [client/team] by [insert date] regarding [issue/task].

8. Special Instructions

- **Task Prioritization:** Focus on completing Task 1 by [insert date] as it is high-priority.
- **Communication:** Weekly status updates should be sent to [manager/client] by every [insert day].

9. Conclusion

I believe all necessary information for a smooth transition has been provided in this report. Please feel free to reach out to me during the handover period if any additional clarification is needed.

Outgoing Employee: [Your Name]

Incoming Employee: [Recipient's Name]