

Simple Job Handover Note

Job Handover Note

Prepared by: _____

Job Title: _____

Department: _____

Date: _____

Handover To: _____

1. Key Responsibilities

- _____
- _____
- _____
- _____

2. Current Projects

| Project Name | Description | Deadline | Status |
|--------------|-------------|----------|---------------|
| _____ | _____ | _____ | [] Ongoing |
| _____ | _____ | _____ | [] Completed |
| _____ | _____ | _____ | [] Pending |

| | | | |
|-------|-------|-------|-------------|
| _____ | _____ | _____ | [] On Hold |
|-------|-------|-------|-------------|

3. Outstanding Tasks

- _____
- _____
- _____

4. Important Contacts

| Name | Position | Contact Details | Notes |
|----------------|----------------|-----------------|----------------|
| _____ _____ | _____ _____ | _____ _____ | _____ _____ |
| _____ _____ | _____ _____ | _____ _____ | _____ _____ |
| _____ _____ | _____ _____ | _____ _____ | _____ _____ |
| _____ _____ | _____ _____ | _____ _____ | _____ _____ |

5. Access Information

- Email: _____
- Files: _____
- Systems: _____

6. Additional Notes

- _____
- _____

• _____

Signatures:

Outgoing Employee: _____

Date: _____

Receiving Employee: _____

Date: _____