

Job Handover Note Template Word

Job Handover Note

Prepared by: _____

Job Title: _____

Department: _____

Date: _____

Handover To: _____

1. Overview of Responsibilities

Daily Tasks:

- _____
- _____
- _____

Weekly Tasks:

- _____
- _____
- _____

Monthly Tasks:

- _____
- _____
- _____

2. Current Projects and Status

Project Name	Description	Deadline	Status
_____	_____	_____	[] Ongoing
_____	_____	_____	[] Completed
_____	_____	_____	[] Pending
_____	_____	_____	[] On Hold

3. Key Contacts

Name	Position	Contact Details	Notes
_____ _____	_____ _____	_____ _____	_____ _____
_____ _____	_____ _____	_____ _____	_____ _____
_____ _____	_____ _____	_____ _____	_____ _____
_____ _____	_____ _____	_____ _____	_____ _____

4. Access to Resources

- Email: _____
- Files and Documents: _____
- Software/Systems: _____

5. Pending Issues

- _____
- _____
- _____

6. Additional Information

- _____
- _____
- _____

Signatures:

Outgoing Employee: _____

Date: _____

Receiving Employee: _____

Date: _____