
Handover Template When Leaving a Job

Job Handover Note

Prepared by: _____

Job Title: _____

Department: _____

Date: _____

Handover To: _____

1. Summary of Duties

- _____
- _____
- _____

2. Projects in Progress

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

3. Tasks to be Completed

- _____
- _____
- _____

4. Key Contacts

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

5. Access Information

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

6. Additional Notes

- _____
- _____
- _____

Signatures:

Outgoing Employee: _____

Date: _____

Receiving Employee: _____

Date: _____