

Work Handover Form

Date:

Employee Name:

Job Title:

Reason for Work Handover :

- Vacation
- Transfer
- End of Employment

Other:

Taken over by:

Guideline: This form must be filled and completed before releasing the employee.
The employee should include all relevant files, documents and materials relevant to the work / task being turned over to the person as directed by his manager.

Any task(s) which are pending or under progress at time of handover:

N o.	Task(s) / Projects	Resources (link, documents, etc)	Status	Comments
1				
2				
3				