

**Company Name**



**Handing Over Note**

**Document No:**

**Rev. No. :**

**Date :**

Purpose: All employees are required to fill the below form during their long planned leave and in case of resignation to ensure the smooth running of operations in their department during their absence from duty.

From

To

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Designation : \_\_\_\_\_

A) Details of Responsibilities Handed Over

(Details of Important Tasks)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

B) Details of important matters pending.

(Correspondence, short note of the present status and future course of action)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

C) Details of Files /Keys /Other Material Handed Over

I, Mr. / Ms. \_\_\_\_\_, hereby hand over the following documents / files etc, pertaining to all my assignments, without any exception:

S. No.	Description	Qty	Remarks

Certified that I have fully understood the job assignments/processes and have taken over all the relevant documents / files / source codes, etc from Mr. / Ms.\_\_\_\_\_ and am in a position to handle above assignments without any assistance.

\_\_\_\_\_  
Signature (Handed over by)

\_\_\_\_\_  
Signature (Taken over by)

Head of the Department

Authorized Signatory

Remarks if any: