

# EMPLOYEE RESIGNATION HANDOVER FORM

## handover list

Name	department	position		
Handover reason				
<b>1. Handover of job responsibilities</b>				
responsibility	Precautions	Receiver	Supervisor	
Responsibility 1				
Responsibility 2				
Responsibilities 3				
Responsibilities 4				
<b>2. Handover of matters in progress</b>				
matter	Precautions	Receiver	Supervisor	
Item 1				
Matter 2				
Matter 3				
Item 4				
<b>3. Todo handover</b>				
matter	Precautions	Receiver	Supervisor	
Item 1				
Matter 2				
Matter 3				
Item 4				
<b>4. Handover of physical documents</b>				
name	quantity	describe	Receiver	Supervisor
<b>5. Handover of work-related social relationships (leading the handover to build relationships)</b>				
<b>6. Contact information, permanent address</b>				
Verified by: Date:				
Remarks: If the page is not enough, you can add it yourself				

# Handover Document Template Resigning Employee

**S Nieto**



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