

EMPLOYEE RESIGNATION HANDOVER FORM

handover list

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

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