

# 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

**Journals for All Staff**



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