

EMPLOYEE WORK HANDOVER FORM RESIGNATION HANDOVER SINGLE PERSONNEL ADMINISTRATIVE

work handover form

			Date: Year Month Day	
Name		post		handover time
1. Handover of work and business (information documents and item details)				
Handover			Receiver	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
2. Administrative handover (data and office supplies)				
Handover		Management		principal
1.				
2.				
3.				
4.				
5.				
3. Financial handover (financial and other economic matters)				
Handover		Amount (yuan)	Supervisor	financial manager
1.				
2.				
3.				
4.				
4. Other matters				
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