

Project Handover Letter

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally hand over the responsibilities and outcomes of the [Project Name] to you. The project was initiated on [Start Date] and officially completed on [Completion Date]. Below is a summary of the key outcomes:

- **Outcome 1:** [Description]
- **Outcome 2:** [Description]
- **Outcome 3:** [Description]

All documents relevant to the project have been compiled and are attached for your reference. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your collaboration during this project. I am confident that the outcomes will serve as a solid foundation for future initiatives.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]