

Project Deliverables Transition Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Transition of Project Deliverables

Dear [Recipient's Name],

I hope this message finds you well. As we approach the conclusion of the [Project Name] project, I would like to formally outline the transition of the project deliverables to ensure a smooth handover and continuity in our operations.

Project Deliverables Overview

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Transition Timeline

The transition of the deliverables will take place over the following timeline:

- [Date 1]: [Task/Deliverable Transition]
- [Date 2]: [Task/Deliverable Transition]
- [Date 3]: [Task/Deliverable Transition]

Responsibilities

To facilitate a successful transition, please find below the responsibilities assigned:

- [Your Role/Responsibility]
- [Recipient's Role/Responsibility]
- [Additional Roles/Responsibilities]

If you have any questions or require further clarification, please do not hesitate to reach out. Thank you for your collaboration and support throughout this project. I look forward to a successful transition.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]