

Team Leadership Handover

Date: [Insert Date]

To: [Team/Recipient's Name]

From: [Your Name]

Subject: Leadership Handover

Dear Team,

I hope this message finds you well. As you may be aware, I will be transitioning out of my role as [Your Position] and handing over leadership to [New Leader's Name]. This letter serves to provide you with an overview of the transition and what you can expect moving forward.

[New Leader's Name] will officially take over on [Start Date]. In preparation for this, we have scheduled a series of meetings to ensure a smooth transition. I encourage you to share your thoughts and support as we move forward together.

Key points for the transition:

- Ongoing projects will be reviewed and delegated accordingly.
- All relevant documentation will be transferred to [New Leader's Name].
- I will be available for any questions or clarifications until [End Date].

I have full confidence in [New Leader's Name]'s abilities to lead this team and achieve our goals. I appreciate all the hard work and dedication you have shown during my tenure, and I look forward to seeing all the great things you will accomplish together.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]