

Responsibility Transfer Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Dear [Recipient's Name],

I am writing to formally transfer my responsibilities for the following ongoing tasks to you, effective [insert effective date]:

- [Task 1 Description]
- [Task 2 Description]
- [Task 3 Description]

I am confident that you will handle these responsibilities with the utmost diligence, and I am available for any questions or guidance during this transition period. Please feel free to reach out to me at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]