

Project Management Handover

Date: [Insert Date]

To: [Colleague's Name]

From: [Your Name]

Subject: Handover of Project Management Duties

Dear [Colleague's Name],

I hope this message finds you well. As I prepare to transition out of my current role as the project manager for [Project Name], I wanted to formally hand over my responsibilities to you.

Project Overview:

- Project Name: [Project Name]
- Objectives: [Briefly describe objectives]
- Key Stakeholders: [List key stakeholders]
- Current Status: [Provide current project status]

Attached, you will find all relevant documents, including:

- Project Plan
- Budget Overview
- Meeting Notes
- Risk Management Plan

I am confident that you will manage this project effectively. Please don't hesitate to reach out if you have any questions during the transition.

Thank you for taking on this responsibility.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]