

Project Management Transfer Letter

Date: [Insert Date]

To: [New Team Lead's Name]

From: [Your Name]

Subject: Transfer of Project Management Responsibilities

Dear [New Team Lead's Name],

I hope this message finds you well. I am writing to officially inform you that effective [insert effective date], I will be transferring the project management responsibilities of [Project Name] to you.

Over the past [duration], I have had the privilege of leading this project and am confident in your ability to continue moving it forward. Your expertise and leadership skills make you the perfect fit for this role.

To ensure a smooth transition, I will be scheduling a handover meeting on [insert date] to discuss key project details, current status, and next steps. Additionally, I will provide you with all relevant documentation and access to project resources.

Thank you for your commitment and support. I am looking forward to seeing the project thrive under your guidance.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]