

Subject: Transfer of Project Oversight

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Department Name]
[Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of the transfer of project oversight for [Project Name] from my department to yours, effective [Effective Date]. This decision has been made to ensure that the project receives the necessary leadership and resources to meet its objectives.

As we transition responsibilities, I will ensure that all relevant documentation, progress reports, and key contacts related to the project are handed over seamlessly. I believe your department's expertise will greatly benefit the project's success moving forward.

Please let me know a convenient time for us to meet and discuss the handover process in detail.

Thank you for your collaboration. I look forward to working together to make this transition smooth and successful.

Best regards,

[Your Name]
[Your Position]
[Your Department]
[Company Name]
[Your Contact Information]