

Service Handover Agreement

Date: [Insert Date]

From:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as an official Service Handover Agreement regarding the transfer of responsibilities from [Previous Service Provider/Your Name] to [New Service Provider/Recipient's Name] effective from [Effective Date].

The services being handed over include:

- [Service 1]
- [Service 2]
- [Service 3]

All relevant documents, files, and other materials will be transferred to [New Service Provider/Recipient's Name] to ensure a smooth transition.

By signing below, both parties agree to the terms stated in this agreement.

Sincerely,

[Your Name]
[Your Title/Position]

[Recipient's Name]
[Recipient's Title/Position]

Date: _____