

# Captain Handover Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Team Captain Handover

Dear [Recipient's Name],

As we approach the end of the season, I would like to formally hand over the responsibilities of the team captaincy to you. It has been an honor to lead our team, and I believe you will continue to inspire and bring out the best in our players.

Throughout this term, I have learned valuable lessons about teamwork, leadership, and resilience, and I am confident that you will lead with the same passion and dedication. Please find below some notes on our team's strategies and dynamics that you may find useful:

- Strengths: [List key strengths]
- Areas for Improvement: [List areas to focus on]
- Upcoming Matches: [List important matches]

I am here to support you during this transition, and I wish you all the best in your new role. Thank you for accepting this responsibility. Together, let us continue to strive for excellence.

Best regards,

[Your Name]

[Your Position in the Team]