

# Project Handover Instructions

Dear Stakeholders,

We are pleased to inform you that the **[Project Name]** has reached its completion stage. This letter outlines the handover instructions and details necessary for a smooth transition.

## 1. Project Overview

The **[Project Name]** aimed to *[brief description of the project objectives]*. All deliverables have been completed as per the agreed timeline.

## 2. Handover Date

The official handover will take place on **[Date]** at **[Location]**.

## 3. Handover Items

- Final Project Report
- All relevant documentation
- Access to project files
- Stakeholder contact list

## 4. Key Contacts

For any questions during the transition, please contact:

- **[Name]** - Project Manager: [Email, Phone]
- **[Name]** - Technical Lead: [Email, Phone]

## 5. Acknowledgment

Please confirm your acceptance of this handover by replying to this email by **[Confirmation Date]**.

Thank you for your support throughout the duration of this project.

Sincerely,

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