

Project Handover Letter

Date: [Insert Date]

To: [New Manager's Name]

From: [Current Manager's Name]

Subject: Project Handover Procedure

Dear [New Manager's Name],

I hope this message finds you well. As part of the project handover process, I am writing to provide you with essential information regarding the [Project Name] project. This document serves as a guide to ensure a smooth transition and continuity of operations.

Project Overview

[Brief description of the project, objectives, and status]

Key Contacts

- [Name, Title, Contact Information]
- [Name, Title, Contact Information]
- [Name, Title, Contact Information]

Project Documentation

The following documents are critical for your review:

- [Document Name 1] - [Description]
- [Document Name 2] - [Description]
- [Document Name 3] - [Description]

Pending Tasks

[List of pending tasks and deadlines]

Recommendations

[Any recommendations for successful project management]

Please feel free to reach out if you have any questions or require any further information. I am here to assist you during this transition period.

Best regards,

[Current Manager's Name]

[Current Manager's Title]

[Current Manager's Contact Information]