

Project Handover Timeline

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Project Handover Timeline for [Project Name]

Dear [Recipient Name],

I hope this message finds you well. As we approach the transition phase of the [Project Name], I would like to outline the key milestones in the project handover timeline to ensure a smooth transition.

Project Handover Timeline:

- **Week 1 - Initial Meeting:** [Date] - A meeting to discuss handover procedures and expectations.
- **Week 2 - Documentation Review:** [Date] - Review all project documentation, including plans and reports.
- **Week 3 - Knowledge Transfer Sessions:** [Date] - Conduct training sessions with the incoming team.
- **Week 4 - Final Review and Adjustments:** [Date] - Final adjustments based on feedback from the incoming team.
- **Week 5 - Project Handover Complete:** [Date] - Official handover of responsibilities.

Please let me know if you have any questions or if further adjustments need to be made to the timeline. Your collaboration and support are crucial for a successful transition.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]