

# Knowledge Transfer Requirements

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: IT Knowledge Transfer Requirements upon Departure

Dear [Employee Name],

As you prepare for your departure from [Company Name], it is crucial to ensure a smooth transition of your responsibilities and IT knowledge to the remaining team members. This letter outlines the key knowledge transfer requirements we need you to fulfill before your last working day.

## 1. Documentation of Processes

Please document the following processes:

- Daily tasks and responsibilities
- Key projects and their status
- Access to internal systems and tools
- Any ongoing support tickets or issues

## 2. Training Sessions

Schedule training sessions with team members who will take over your responsibilities. This should include:

- Overview of your role
- Walkthrough of essential applications
- Discussion of any relevant contacts or stakeholders

## 3. Account Access and Handovers

Prepare a list of accounts and access permissions that need to be transferred, including:

- Email accounts
- Project management tools
- Software licenses

## **4. Final Review Meeting**

We would like to schedule a final review meeting on [Insert Date] to go over your knowledge transfer documentation and ensure that all necessary information has been communicated.

Your cooperation in this process is greatly appreciated and will help us maintain continuity in our operations.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]