

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Handover Details

Dear [Recipient's Name],

I am writing to formally hand over the [Project Name] project to you. Below are the key details regarding the handover:

Project Overview:

[Brief description of the project]

Key Milestones Achieved:

- [Milestone 1]
- [Milestone 2]
- [Milestone 3]

Remaining Tasks:

- [Remaining Task 1]
- [Remaining Task 2]

Documents Attached:

- [Document Name 1]
- [Document Name 2]

Should you have any questions or require further assistance, please feel free to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]