**Handover Template**

|  |  |
| --- | --- |
| Name: | |
| Handover Employee: | |
| **Handover list:**  (Attached supporting documents) | |
| **For Line Manager** |  |
| **Additional Comment** | |
|  | |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Handover Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Handover Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Line Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_