

DUTY HANDOVER FORM

	ployee naming over	110	ason for Handover
Employee Name			nnual Leave
Employee Number			
Designation Department		Li	mergency Leave
Leave Details		R	esignation
Leave Starts on		□те	ermination
Leave Ends on			thers
Resuming on Duty			
Employee Taking Ov	or	Specif	y
Employee Name	CI		
Employee Number			
Designation			
Department			
No	Roles and respon	sibilities handed ove	er
	<u> </u>	<u> </u>	T
(Signature with Data)	(Signature with Data)	(Signature with Data)	(Signature with Data)
(Signature with Date)	(Signature with Date)	(Signature with Date)	(Signature with Date)
Handed over by	Taken Over by	Department Head	HR Department

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