



## HANDOVER NOTE

<b>Employee Name</b>	
<b>Department</b>	
<b>Job Title</b>	
<b>Date</b>	

### Status of ongoing tasks:

<b>Current On-going Projects</b>	<b>Status</b>

### Acknowledgement:

<b>Employee Signature</b>	
<b>Line Manager Signature</b>	
<b>HR Personnel Signature</b>	