

Handing & Taking Over Form



Purpose: All employees are required to fill the below form during their **Resignation, Change of Location and / Or Change of Job Role** to ensure the smooth running of operations in their department.

From

To

Employee Name:

Employee Name:

Employee No:

Employee No:

Designation:

Designation:

Location:

Location:

I **Mr./Ms./Mrs.** _____ hereby hand over the following documents / files, Tasks & Matters pertaining to all my assignments, without any exception

A) Details of Responsibilities Handed Over
(Details of Important Tasks)

1:

2:

3:

4:

5:

6:

B) Details of important matters pending
(Correspondence, short note of the present status and future course of action)

1:

2:

3:

4:

5:

6:

C) Details of Files /Keys /Other Material Handed Over

Sr No.	Description	QTY	Remarks

Certified that I have fully understood the job assignments/processes and have taken over all the relevant documents / files / source codes, etc. from **Mr./Ms./Mrs.** _____ and am in a position to handle above assignments without any assistance.

Handed over by

Taken over by

Head of the Department

HR Remarks (if any):

Manager HR

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