**HANDOVER TEMPLATE LETTER**

Date:

Name:

Job Title:

Department:

Business:

To : Incoming Jobholder

cc : Business or Functional Line Manager

In accordance with the Group Management Responsibilities Policy and the associated Group Handover Procedures, I am providing below the necessary information supported by hard or soft copies.

Where the following includes any judgement and opinion, I have indicated this clearly:

1.

2.

*etc….*

*[NOTE: This list must include any unresolved or possible breaches of regulatory requirements or unresolved concerns expressed by any regulator]*

*Of the above issues, I consider that the following should be prioritised:*

1.

2.

I confirm that :-

1. We have discussed the key risk management and business issues outlined above;

I also confirm that there are no other outstanding issues to the best of my knowledge at this point in time. Should any issues arise later, I will provide necessary support to facilitate understanding and resolution as appropriate.

**Signed**

*(Outgoing Jobholder)*

**Date:**

I confirm that I have received the above information and any amendments or additions made by me are defined in the appendix to this letter.

There are no other outstanding matters that require attention and I now accept ownership of the Business or Unit risks as they apply to my area of responsibility and as will be amended by the actions agreed.

**Signed**

Incoming Jobholder

*(Acceptance)*

**Date:**

**Signed**

Line Manager

*(Satisfaction with Compliance)*

**Date:**