

Employee Name:	Emp. No.	Dept:
Job Title:		
Reason for Work Handover : <input type="checkbox"/> Vacation <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> End of Employment <input type="checkbox"/> Others :		
Taken over by:	Emp. No.	

Guideline: This form must be filled and completed before releasing the Employee and a copy of this must be attached with the Employee Clearance form. The employee should include all relevant files, documents and materials relevant to the work / task being turned over to the person as directed by his supervisor. Extra pages may be used as required.

I. Any task(s) which are pending or under progress at time of handover:

No.	Task(s)	Status
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

Note : For pending task(s), provide the reason (e.g. pending approval etc.)

Formal Handover Document Template

Mike Jess



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