

## Work Handover Form

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

**C Cleary**



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