

EMPLOYEE RESIGNATION HANDOVER ITEM LIST

Employee resignation handover schedule					
employee's name	employee number			staff position	
current job title		Entry date		resignation date	
Reason for leaving					
Item handover					
Item Name	number of the stuffs	unit	item location	item damage	Checker
Todo handover					
matter	Plan completion time	Actual progress	emergency level	handover person	Remark

Signature of superior leader: _____

Date signed: _____

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