

EMPLOYEE RESIGNATION HANDOVER FORM

handover list

Name	department		position	
Handover reason				
1. Handover of job responsibilities				
responsibility	Precautions	Receiver	Supervisor	
Responsibility 1				
Responsibility 2				
Responsibilities 3				
Responsibilities 4				
2. Handover of matters in progress				
matter	Precautions	Receiver	Supervisor	
Item 1				
Matter 2				
Matter 3				
Item 4				
3. Todo handover				
matter	Precautions	Receiver	Supervisor	
Item 1				
Matter 2				
Matter 3				
Item 4				
4. Handover of physical documents				
name	quantity	describe	Receiver	Supervisor
5. Handover of work-related social relationships (leading the handover to build relationships)				
6. Contact information, permanent address				
Verified by: Date:				
Remarks: If the page is not enough, you can add it yourself				

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LL Leslie



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