

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				

Handover Document Template Resigning Employee

Lei Huang



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new mexico she wasn't the only matriarch however margaret tofoya 1904 2001 at santa clara rose chino garcia 1928 2000 and lucy lewis 1895 1992 from acoma nampeyo of hano 1860 1942 at hopi

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