

THE WORK HANDOVER LIST CAN BE USED AS
RESIGNATION AND TRANSFER PERSONNEL

work handover list

Name	Department	Position
Handover reason		
1. Handover of work content		
work content	Precautions	Receiver Supervisor
1.		
2.		
3.		
4.		
5.		
2. Handover of matters in progress		
matter	Precautions	Receiver Supervisor
1.		
2.		
3.		
4.		
3. Todo handover		
matter	Precautions	Receiver Supervisor
1.		
2.		
3.		
4.		
4. Handover of physical documents		
Item Name	Quantity	Remark Receiver Supervisor
5. Handover of work-related social relationships (leading the handover to build relationships)		
Recipient: Supervisor:		
6. Contact information, permanent address		

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