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RESIGNATION LETTER

with handover list

DATE	YOUR NAME	POSITION	LAST DAY OF WORK

To (name, title) _____ Company _____

Dear _____ My phone / email _____

Please accept this letter as notice of my resignation from the position shown above. My last day of work will be the date given above. Thank you for the chance to work here and for your support.

To make the handover easier, I have listed below my open work, the people my replacement will need to know and the accounts that will need a new owner. I will keep this list up to date until my last day and go through it with whoever takes over.

Sincerely,

Signature _____ Printed name _____ Date _____

Open work and regular tasks

Task or project	Status / next step	Where the files are	Hand to	By

Key contacts to introduce

Name	Company / role	What they handle	Phone / email

Accounts and access to hand over (list accounts only; never write passwords here)

Account or system	What it is used for	New owner	Done
			☐
			☐
			☐
			☐
			☐