

**Handover Note
 Template**

Name:

Index number:

Job Title:

Date of Handover Note:

Duration of Assignment (include start and end date):

Brief Description of Duties:

This section may be kept brief when up-to-date terms of reference (TOR) are attached.

- _____
- _____

Supervisor and reporting procedures:

Regular/in-consulting meetings, reports, or procedures:

- _____
- _____

Key Documents/reference material to read (attach when possible):

- _____
- _____

Status of recent and current projects/reports/meetings:

1. Name of project/report/meeting
 - o Status
 - o Action needed
 - o Partners
 - o Budget (if applicable)
 - o Critical issues/challenges/priorities
2. Repeat as many times as necessary; indicate priority projects.

Where to find files (hardcopy and electronic):

Calendar of major activities and/or events (optional):

Contacts (internal and external):

Name	Organization	Phone	E-mail	Comments

Your contact information after departure:

- Phone: _____
- E-mail: _____
- Fax: _____

Suggested attachments:

- TOR/Job description
- Mission/Office stating title, division of labour, organization

Handover Notes Guide

Allan M. Cyna



Handover Notes Guide:

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