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H A N D O V E R

handover document

Handover from / to · ____ **Dates of absence:** ____

Ongoing projects and status · _____

Urgent / time-sensitive items · _____

Key contacts · Internal: ____ External: ____ Escalate to: ____

Regular tasks (and when due) · _____

Access / logins / where things are ·

Anything to watch out for · _____

A G O O D H A N D O V E R P R O T E C T S Y O U R
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