Work Handover Template — Leaving or Covering a Role

A printable work handover template — the ongoing tasks, key contacts, passwords/access notes and anything time-sensitive, for whoever covers your role or takes it over.

What to include

- Ongoing tasks and their current status
- Key contacts and who to escalate to
- Anything with an upcoming deadline
- Where files/access are kept

Free printable from Petal & Paper — https://247printables.com