# Charge Handover and Takeover Note

Signed by the outgoing and incoming employees and approved by the manager.

DEPARTMENT

EFFECTIVE DATE

REASON

OUTGOING EMPLOYEE

DESIGNATION

INCOMING EMPLOYEE

DESIGNATION

## Handed over

ONGOING WORK, STATUS AND DEADLINES

KEY CONTACTS (CLIENTS, VENDORS, INTERNAL)

FILES, FOLDERS AND DOCUMENTS (WITH LOCATIONS)

ASSETS (LAPTOP, KEYS, CARDS, CASH, STOCK)

PETTY CASH / IMPREST BALANCE (₹)

SYSTEM ACCESS AND PASSWORDS TO BE RESET BY IT

## Takeover

- [ ] I have received the items above, except as noted below, and understand the open work.

ITEMS NOT RECEIVED OR DISPUTED

Passwords are never written in this note; IT resets shared credentials on the effective date. The outgoing employee stays available for questions for 7 days where possible.

### Outgoing employee

SIGNATURE

PRINTED NAME

DATE

### Incoming employee

SIGNATURE

PRINTED NAME

DATE

### Manager

SIGNATURE

PRINTED NAME

DATE