**JOB HANDOVER REPORT**

**[INSERT ORGANIZATION EMBLEM OR LOGO]**

**[INSERT NAME OF COMPANY]**

[INSERT COMPLETE COMPANY ADDRESS]

[INSERT PHONE NUMBERS] [INSERT FAX NUMBERS]

[INSERT EMAIL ADDRESS] [INSERT WEBPAGE]

**INTRODUCTION**

This job handover report has been prepared for the new employee and contains details on his/her duties and responsibilities. This document is also mandatory before releasing the outgoing employee from the said duties and responsibilities. The handover will include the transfer of all relevant files, documents, access, and materials in relation to the job or work being turned over.

The ultimate goal is to provide a smooth transition of tasks and functions from the outgoing o the incoming employee. Possible reasons for this handover are [INSERT REASONS, e.g. end of employment, transfer, vacation, others].

**EMPLOYEE DETAILS**

Outgoing Employee Name : [INSERT EMPLOYEE NAME]

Employee No. : [INSERT EMPLOYEE NO.]

Department : [INSERT DEPARTMENT]

Job Title : [INSERT JOB TITLE]

Incoming Employee Name : [INSERT EMPLOYEE NAME]

Employee No. : [INSERT EMPLOYEE NO.]

Department : [INSERT DEPARTMENT]

Job Title : [INSERT JOB TITLE]

**TASKS**

The following are the tasks and relevant details to be transitioned to the new employee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Task** | **Description** | **Status** | **Remarks** |
| 1 | Accounts payable | [INSERT DESCRIPTION] | [IN PROGRESS OR COMPLETED | [INSERT REMARKS] |
| 2 | Accounts receivable |  |  |  |
| 3 | Payroll |  |  |  |
| 4 | Inventory |  |  |  |
| 5 | Cash Management |  |  |  |
| 6 | Bank and credit card reconciliation |  |  |  |
| 7 | Cost of goods |  |  |  |

**ELECTRONIC FILES**

The table below highlights the electronic files to be handed over to the incoming employee.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **File Name** | **Description** | **Location** |
| 1 | Statement of Account | [INSERT DESCRIPTION] | [INSERT LOCATION] |
| 2 | Accounts Payable Ledger |  |  |
| 3 | Accounts Receivable Ledger |  |  |
| 4 | Inventory |  |  |
| 5 | Receipt |  |  |
| 6 | Petty Cash Log and Voucher |  |  |

**SYSTEMS PASSWORDS**

These are the passwords for the new employee’s system access.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **System** | **Password** | **Location** |
| 1 | SAP | [INSERT PASSWORD] | [INSERT LOCATION] |
| 2 | Windows Access |  |  |
| 3 | Check Imaging |  |  |
| 4 | Others |  |  |

**EQUIPMENT**

The following are the list of equipment to be handed over to the incoming employee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Equipment** | **Description** | **Qty.** | **Remarks** |
| 1 | Computer | [INSERT DESCRIPTION] | [INSERT QTY.] | [INSERT REMARKS] |
| 2 | Printer |  |  |  |
| 3 | Scanner |  |  |  |
| 4 | Photocopier |  |  |  |
| 5 | Electric Calculator |  |  |  |
| 6 | Fax Machine |  |  |  |
| 7 | Telephone |  |  |  |
| 8 | Paper Shredder |  |  |  |

**ACKNOWLEDGEMENT**

The undersigned hereby acknowledge the transfer and receipt of the above stated items as of the date provided below. The undersigned further acknowledge that the contents of this document are true and correct, and were prepared without fraud or deceit.

Current employee : [INSERT FULL NAME] (Employee handing over the job or task)

Signature : [INSERT SIGNATURE]

Date : [INSERT DATE]

Receiving Employee : [INSERT FULL NAME]

Signature : [INSERT SIGNATURE]

Date : [INSERT DATE]

Department Head : [INSERT FULL NAME]

Signature : [INSERT SIGNATURE]

Date : [INSERT DATE]