

JOB HANDOVER CHECKLIST

[Company Name]
[Company Address]
[Company Contact Details]

Resigning Employee: [Complete Name of Resigning Employee]
Newly-hired Employee: [Complete Name of Newly-hired Employee]
Date: [Filing Date of this Document]

The purpose of this document is to clarify the transfer of duties from the resigning employee and the newly-hired employee. That said, there's assurance that no on-going workload/projects will be left out from the operations.

Position: [Marketing Manager] Job Handover Date: [Expected Date of Handover]		
Duties/Workloads	Status [Ongoing, Completed]	Remarks
Market analysis for the third quarter of the fiscal year.	[Ongoing]	[Add Remarks]
Market planning for the company's upcoming brand new products and services.	[Ongoing]	[Add Remarks]
Annual marketing report and documentation.	[Ongoing]	[Add Remarks]
Analysis and assessment for possible platforms and media to market brand new products and services.	[Ongoing]	[Add Remarks]
Marketing staff performance evaluation for the first half of the year.	[Ongoing]	[Add Remarks]
Establish marketing campaigns for the launch of new company offers.	[Ongoing]	[Add Remarks]
Create designs for the marketing materials with the collaboration of the graphic design team.	[Ongoing]	[Add Remarks]



Job Handover Document Sample

L Cohen



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