

# Project Handover Memo

Date:

Project Name:

Project Code/ID:

Prepared by:

Role/Position:

Recipient:

Role/Position:

## Project Overview

## Objectives & Deliverables

## Status Summary

Task/Area	Status	Notes

## Open Issues & Risks

## Key Contacts

Name	Role	Email

## Additional Notes

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Signature (Preparer):

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Signature (Recipient):

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