**Shift Handover Form**

**[Company Name]  
[Department]  
[Date]  
Shift:** ☐ Morning ☐ Afternoon ☐ Night

**Outgoing Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Employee ID:** |  | **Shift Start Time:** |  |
| **Shift End Time:** |  |  |  |

**Incoming Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Employee ID:** |  |
| **Shift Start Time:** |  |  |  |

**Tasks Completed**

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Status (Completed/In Progress)** | **Notes** |
|  |  |  |
|  |  |  |

**Pending Tasks / Issues**

|  |  |  |
| --- | --- | --- |
| **Task / Issue** | **Priority (High/Medium/Low)** | **Notes / Action Required** |
|  |  |  |
|  |  |  |
|  |  |  |

**Equipment / Assets Handover**

|  |  |  |
| --- | --- | --- |
| **Equipment / Asset** | **Condition** | **Notes** |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Outgoing Employee Signature:** |  |
| **Incoming Employee Signature:** |  |
| **Supervisor / Manager Approval:** |  |