

Knowledge-Transfer Plan

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds a knowledge-transfer/handover plan for a departing employee — responsibilities, contacts, systems, in-flight work and documentation — across the notice period. Use it to protect continuity on an exit. For exit documents, use the Relieving / Experience Letter.

Purpose of this tool & output

Handover template for a departing employee

How the output is used

Use it as a handover template for a departing employee so knowledge is not lost.

Important cautions

AI-generated plan; adapt to the role.

Companion documents

- Separation Agreement Template
- Full-and-Final Settlement Calculator
- Relieving / Experience Letter
- Exit Interview Question Set
- Layoff / Retrenchment Compliance Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.