



COMMUNICATION TEMPLATES

Client handover email template

A client handover message for packaging delivery, links, access, ownership, support boundaries, and a polished final next step.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A project is ready to hand over to the client.

WORK THROUGH THE CHECKLIST

☐ 01 **Summarize what is delivered**

☐ 02 **Link files and access**

☐ 03 **Explain how to use the work**

☐ 04 **Name remaining responsibilities**

☐ 05 **State support boundaries**

☐ 06 **Schedule the follow-up**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.