[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Handover of jQuery Project
I hope this letter finds you well. This correspondence is to formally hand over the jQuery project titled "[Project Name]" to you and your team.
Project Overview:
- **Project Name:** [Project Name]
- **Project Description:** [Brief description of the project and its objectives]
- **Key Features:**
 - [Feature 1]
 - [Feature 2]
 - [Feature 3]
Project Documentation:
All relevant documentation, including:
- [User Guide]
- [Technical Specifications]
- [Code Documentation]
- [Deployment Instructions]
has been attached for your review and use.
Source Code & Repository:
The source code can be found in the following repository: [Repository URL]
Access credentials: [Credentials if required]
Future Recommendations:
Please consider the following recommendations for the continuation and enhancement of the project:
- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]
I am confident that your team will take the project to greater heights. Should you have any questions or require further assistance, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].
Thank you for your collaboration throughout this project.
Best regards,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]