

Morning Shift Handover Template

Front Desk

SHIFT DETAILS

Date	Shift Time
Front Desk Staff (Outgoing)	Front Desk Staff (Incoming)

GUEST ARRIVALS

GUEST DEPARTURES

IN-HOUSE GUESTS (NOTABLE)

PENDING TASKS / FOLLOW-UPS

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INCIDENTS / ISSUES

MESSAGES / SPECIAL REQUESTS

OTHER NOTES

Outgoing Staff Signature

Incoming Staff Signature

