

I'm not robot!

Internal Transfer Letter

<Insert Date>

<Insert Name>

<Insert Employee #>

<Insert Current Business unit e.g. SCM>

Dear <Insert Name>

Internal Transfer from <insert current business unit> to <insert the new business unit>

We, <insert company entity> "the Company" are pleased to confirm your internal transfer with effect from <insert effective date> to the position <insert External/Business Title>. This position holds an internal title of <insert internal title> at Job Band <insert job band>.

You shall be reporting to <insert immediate manager's title> in this business unit.

Your base salary will remain at <insert current basic salary> per month. Your compensation package will be reviewed yearly in accordance with Company policy.

All other terms and conditions of employment will remain unchanged as per your original Letter of Appointment.

I believe this to be an excellent opportunity for you to continue your excellent contribution to the company and remain as part of the Company's exciting future. Please indicate your acceptance by signing the duplicate copy of the Transfer Letter and return to us.

Date

Name

Address

Address

Date

We are pleased to offer you the position of [Title] in the [XXX] Department at the School of Design. Your first day of employment will be [Date]. Your salary is \$[Salary] per year. The work schedule for this position is 35.5 or 40-hour position a direct aim to [goal], including one hour for lunch.

Continuation of your position is dependent, in part, upon your successfully meeting the established performance expectations for this position.

A University staff member, transferring from one University position to another, is subject to [Link] (Section 11.1.1) Internal Hire (Internal Transfer Policy). In accordance with this policy, a staff member's performance does not meet departmental standards during the first 90 calendar days in the new position, the staff member may be placed on probation. During this period you will receive guidance on performance expectations and your progress at meeting these expectations will be monitored.

We hope that you find your experience at [Person] in the [School/Center/Department] both rewarding and pleasant. We are happy that you have decided to join our staff.

Sincerely yours,

Supervisor's Name

Title

My signature below indicates my acceptance of this appointment and my understanding that the continuation of the position is dependent, in part, upon continued satisfactory performance. I acknowledge that my employment is at will, that this is not an employment contract, and that my position may be terminated at any time for unsatisfactory performance, misconduct, or for other reasons.

My signature below also indicates that, as an employee of the University, I am placed in a position of confidence and trust. My appointment may give me access to confidential information, and unauthorized disclosure of this information would cause irreparable damage to students, staff, faculty, alumni, parents, officials, agents and contractors of the University. In accepting this position, I agree that during and after

INTERCOMPANY EMPLOYEE TRANSFER LETTER

[DATE]

Dear [RECIPIENT NAME],

Pursuant to the company's recent restructuring efforts and our discussion on [DATE 1], we are pleased to confirm that your transfer is in effect on [EFFECTIVE DATE] to our sister company, [COMPANY NAME], to the position of [POSITION]. You shall be reporting to [SUPERVISOR NAME] in the [DEPARTMENT].

Your new base salary is [NUMBER] USD per month starting on the date stated above. Your compensation package will be reviewed yearly based on satisfactory performance as per company policy.

All the other terms and conditions of your employment will remain unchanged as per your original employment agreement.

A meeting has been scheduled on [DATE 2] at [TIME] with [SUPERVISOR NAME] to discuss your duties, performance expectations, and work hours.

I believe this to be an opportunity for you to continue your excellent contribution to the company and remain a part of our exciting future.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

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