

# Employment Change Notice Form

## Department Transfer

**Instructions:** Complete all sections to document the department transfer. Submit the signed form to HR for processing.

### Employee Information

Employee Name	_____	Employee ID	_____
Current Department	_____	Job Title	_____

### Transfer Details

New Department	_____	New Job Title	_____
Transfer Effective Date	_____	Reporting To	_____
Reason for Transfer	_____		

### Approvals

Current Department Manager	Signature	Date
_____	_____	_____
New Department Manager	Signature	Date
_____	_____	_____
HR Representative	Signature	Date
_____	_____	_____

### Employee Acknowledgement:

I acknowledge that I have reviewed and agree to the above department transfer.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This **employment change notice form** sample facilitates smooth transitions during department transfers by clearly documenting employee details and transfer specifics. It ensures consistency and transparency in internal job movement processes. Using this form helps maintain accurate employment records and supports organizational workflow.