

# 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	<div></div>	Employee ID	<div></div>
Current Department	<div></div>	Job Title	<div></div>

### Transfer Details

New Department	<div></div>	New Job Title	<div></div>
Transfer Effective Date	<div></div>	Reporting To	<div></div>
Reason for Transfer	<div></div> <div></div>		

### Approvals

Current Department Manager	Signature	Date
<div></div>	<div></div>	<div></div>
New Department Manager	Signature	Date
<div></div>	<div></div>	<div></div>
HR Representative	Signature	Date
<div></div>	<div></div>	<div></div>

### Employee Acknowledgement:

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

Employee Signature:  Date:

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.