*[Date]*

**MEMORANDUM**

**TO:**  Damon Slaydon

 Vice President for Human Resources and Organizational Effectiveness

**FROM:** *[Name]*

 *[Unit Transferring to]*

 *[Name]*

 *[Unit Transferring From]*

**SUBJECT:** Employee Transfer

As part of the implementation of The Path Forward, Working Group No. --, the Supervisory Organization of the employees identified on the attached will change from *[current Supervisory Organization]* to *[new Supervisory Organization]* effective *[date]*, 2022.

There will be no change in salary at this time. If duties and/or responsibilities change, salary may change if appropriate, following requisite review. Any equity issues resulting from the transfers will be addressed over time.

The budget for these employees will remain in the current Supervisory Organization until September 1, 2022 (FY23).

Approved:

Human Resources and Organizational Effectiveness Date