*[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 employee identified below will change as described:

Employee Name:

Employee UIN:

Annual Salary *[or hourly rate]*:

Current Title:

Current Supervisory Organization:

Supervisory Organization Transferring to:

Proposed Title After Transfer:

Manager After Transfer:

Effective Date of Transfer:

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 transfer will be addressed over time.

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

Approved:

Human Resources and Organizational Effectiveness Date