

Sample Transfer Acknowledgement Letter

Date

TO: <u>Name of Employee</u>

FROM: <u>Name of Human Resources Officer or Designee</u>

Congratulations on your new position as (*title of position*) at the (*name of school/unit/department employee is transferring to*). I am writing to acknowledge your transfer from your current position as (*title of old position*) at the (*school/unit/department employee is transferring from*), effective (*employee's last day at old school/unit/department*).

Your leave balances as of (<u>employee's last day</u>) will be the following: vacation - xx.xx hours (<u>x.xx</u> days); sick leave - xx.xx hours (<u>x.xx</u> days); personal leave x days. These balances, which have been reported to your new department, are subject to change in the event you use any leave before (<u>employee's last day</u>).

On or before your last day at (<u>old school/unit/department</u>), please arrange a time to meet with (<u>name of individual responsible for collecting property</u>) (to return all university property items identified on the attached list that are in your possession); and (<u>name of employee's supervisor</u>) (to discuss the status of projects, location of files, outstanding expense reimbursement requests, receipts or other budget matters, etc.).

We appreciate your service and contributions to the (*school/unit/department*) and we wish you success in your new position at NYU.

Attachment (Employee Separation/Transfer Checklist)

cc: <u>Individual responsible for collecting property</u> <u>Supervisor</u>