Sample Transfer Acknowledgement Letter

*Date*

TO: *Name of Employee*

FROM: *Name of Human Resources Officer or Designee*

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 (*employee’s last day*) will be the following: vacation -

xx.xx hours (*x.xx* days); sick leave – *xx.xx* hours (*x.xx* 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 (*employee’s last day*).

On or before your last day at (*old school/unit/department*), please arrange a time to meet with (*name of individual responsible for collecting property*) (to return all university property items identified on the attached list that are in your possession); and (*name of employee’s supervisor*) (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: *Individual responsible for collecting property*

*Supervisor*