



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