ABC-4-11-18C
Revised 1/2010

Employee's Request to Transfer

INSTRUCTIONS:

1. Employees requesting to be transferred must complete this form and email, or otherwise provide a copy to:
   a. the employee's immediate supervisor;
   b. the employee's current District Supervisor;
   b. the District Supervisor of the area to which the employee is requesting transfer (if different);
   c. the employee's current Assistant Director; and the Assistant Director of the area to the which the employee is requesting transfer (if different); and
   d. the Director of Stores.

Date: _____

Employee's Name: _____ SSN: XXX-XX- _____

Enter employee's name as it appears on payroll information.

TRANSFER FROM:

Class Title: _____

District: _____ Store: _____

TRANSFER TO:

Class Title: _____

District: _____ Store: _____

Does this employee have supervisory responsibilities? ☐ Yes ☐ No

Provide a brief justification for this transfer request: