

Joining Report After Transfer PDF

Employee Information

- Full Name: _____
- Employee ID: _____
- Designation (New): _____
- Designation (Previous): _____
- Department (New): _____
- Department (Previous): _____
- Transfer Effective Date: _____
- Reporting Manager (New): _____
- Reporting Manager (Previous): _____

Transfer Details

- Reason for Transfer:
 - Organizational restructuring
 - Employee request
 - Promotion
 - Other (Please specify): _____
- Location (New): _____
- Location (Previous): _____

Handover Process

- Documents and Assets Returned:
 - ID Card
 - Access Card
 - Company Laptop/Device

- Other Assets (Please specify): _____
- Documents and Assets Received:
 - New ID Card
 - New Access Card
 - New Company Laptop/Device
 - Other Assets (Please specify): _____
- Handover Notes (Key responsibilities, ongoing projects, important contacts, etc.):
 - _____
 - _____

Training and Development

- Required Training for New Role:
 - Yes
 - No
- If yes, please specify the areas of training: _____

Additional Remarks/Requests

- _____
- _____

Employee Acknowledgment

I, _____ (Full Name), hereby acknowledge my transfer to the new position and department as stated above. I confirm the receipt of all necessary documents and assets for my new role and commit to fulfilling my responsibilities to the best of my abilities.

- Signature: _____
- Date: _____

Manager's Acknowledgment

I, _____ (Full Name), as the manager of the aforementioned employee, acknowledge their transfer and have provided all necessary support and resources required for a smooth transition into their new role.

- **Signature:** _____
- **Date:** _____

HR Department Confirmation

HR acknowledges the completion of the transfer process for the employee mentioned above and confirms that all procedural requirements have been met.

- **HR Representative Signature:** _____
- **Date:** _____