

# Employee Transfer Request Form

## Personal Details

Full Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Current Job Title: \_\_\_\_\_

## Transfer Request Details

Requested Transfer Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Preferred New Job Title: \_\_\_\_\_

Preferred New Department: \_\_\_\_\_

## Reason for Transfer

- Career Growth
- Relocation
- Personal Reasons
- Business Needs
- Other: \_\_\_\_\_

## Current Responsibilities

\_\_\_\_\_  
\_\_\_\_\_

## Requested Responsibilities in New Role

\_\_\_\_\_  
\_\_\_\_\_

## Supervisor Approval Section

Supervisor's Name: \_\_\_\_\_

- Approved

Denied

**Comments:**

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**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**HR Review Section**

**HR Representative Name:** \_\_\_\_\_

Approved

Denied

**Additional Comments:**

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_