

Letter of Transfer

This is to certify that _____ has sought and has succeeded in effecting a transfer from the position of _____ from the department of _____. The new position of _____ will be in the office of _____. The salary for this position has been set at \$_____. The Employee retains all benefits and vacation days that he/she enjoyed prior to this transfer. Those benefits are:

List Benefits

Number of Leave Days: _____

The date used in calculating leave days: _____

This transfer of _____ is effective _____.

According to the Parish Personnel Policy Manual, an introductory period similar to a new hire is mandatory. The terms of all inner office transfers do not guarantee employment if, within the introductory period, the transfer does not prove satisfactory to either or both the employee or the Parish.

The introductory period for this particular transfer concludes on _____.

Employee

Supervisor

cc: Pastor
Office Coordinator
Bookkeeper