

# Employee Job Role Transfer Agreement

Date:

\_\_\_\_\_

## Parties

Employer: \_\_\_\_\_

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

## Previous Position

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

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

## New Position

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

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

Effective Date of Transfer: \_\_\_\_\_

## Terms of Transfer

1. The Employee agrees to transfer to the position and department specified above, effective as of the date indicated.
2. The terms and conditions of employment, including salary and benefits, will be as communicated or set forth in company policy unless stated otherwise.
3. All other contractual agreements with the Employer remain unchanged unless amended in writing.
4. Both parties acknowledge and accept this change as detailed in this agreement.

Employer Signature:

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

Date: \_\_\_\_\_

Employee Signature:

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

Date: \_\_\_\_\_