Interdepartmental Relocation Checklist Sample

Relocation Details

Employee Name:

Current Department:

New Department:

Effective Date:

Supervisor Name:

Checklist

Task	Responsible	Completed
Notify HR of relocation	Manager	☐
Update employee records	HR	☐
Transfer access badges/keys	Facilities	☐
Relocate computer/equipment	IT	☐
Setup new workspace	Facilities	☐
Communicate to new department team	New Supervisor	☐
Update org chart and directories	HR	☐

Additional Notes