S A M P L E

For Reassignment

(Notice of Reassignment)

Date: [**Current Date**]

To: [**Employee’s Name**], Provost and Vice President for Academic Affairs

From: [**Dean’s/AVP’s Name and Title**]

RE: Notice of [Permanent/Temporary Reassignment]

This memorandum is to provide a brief description/justification of the reassignment.

To advise you are being permanently/temporarily reassigned from [Department] to [Department] effective on [date] as describes in the attached position description. You will report directly to [Name] and your HEERA Manager will be [Name]. With this change, your new job location will be [Building/Room].

Should you have any questions regarding this permanent/temporary reassignment, I am available to discuss them with you.

Attachments: Updated Job Description

 Resume, if reassignment is to a higher classification (for temporary reassignment only)

 Organization Chart