

## Cedar County, Iowa

400 Cedar Street  
Tipton, IA 52772



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### Notice of Transfer

I, \_\_\_\_\_, hereby submit notice of transfer from \_\_\_\_\_  
office to \_\_\_\_\_ office. My transfer date shall be on \_\_\_\_\_

All leave time balances will be transferred. I am aware that if I wish to rescind this notice of transfer, I shall notify my supervisor in writing prior to my last date actually worked.

New Position: \_\_\_\_\_

Hourly/Salary Rate: \_\_\_\_\_ Pay Grade: \_\_\_\_\_ Pay Step: \_\_\_\_\_

Gross Wages Account Number – add additional lines if necessary

_____	_____	_____	_____	_____
Fund	Function	Object	Dept	Proj

I understand that if I choose to rescind this notice, there is no guarantee that such request shall be granted.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have received and accepted the notice of transfer.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date