



Cedar County, Iowa

400 Cedar Street
Tipton, IA 52772

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
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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