

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.

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