



Memorandum

To: **Employee Name**

From: **XXXXXX**
Division Director
Division of **XXXX**

Date: **XXXX**

Subject: Notice of Transfer

It is with regret that I must notify you that due to **Reason** you will be transferred to PCN **XX-XXXX**, the position of a less senior employee within your organizational unit, effective **Date**. PCN **XX-XXXX** is a **Job Class Title** within the (**Program or Section**). The position description for PCN **XX-XXXX** is attached in addition to a Pre-Employment Certification Form. Please complete the Pre-Employment Certification Form and return it to me no later than (**allow 5 days**).

I assure you that this action reflects no discredit on your service with this department.

Attachments: Position Description PCN **XXXXXX**
Pre-Employment Certification Form

cc: **XXXX**, Human Resources Consultant
DOA/DOPLR-Recruitment Services
DOA/DOPLR-Payroll Services
Jim Duncan, ASEA Headquarters
Joyce Winton, ASEA Headquarters