



THE UNIVERSITY OF BRITISH COLUMBIA

Hiring Solutions

**UBC Hiring Solutions
Transfer Form**

Please complete this form, SIGN, and submit it to hiring.solutions@ubc.ca.

ATTN: Paul Bharaj
Executive Director, Talent Acquisition and Hiring Solutions
Human Resources, University of British Columbia

Please accept this letter as resignation from my position as an hourly UBC Hiring Solutions employee, effective: _____.

Employee Information

Name:

Employee ID:

Transfer Details

First Working Day in New Department:

Reason for Transfer (select one):

- Accepted a permanent position within the University
- Accepted a term position within the University
- Accepted a LOU term position within the University

Department:

Administrator Name:

Administrator Email:

Employee Signature:

Date:



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Transfer Checklist

- Return your keys to the department you are assigned to.
- Return any other University property in your possession.
- Pick up any and all personal belongings.

Your benefits will be transferred to your new department. You may be eligible for further benefits with your new department. Please follow up with your new supervisor.