

**EMPLOYEE INVOLUNTARY TRANSFER NOTIFICATIONS**

Notes:



**EMPLOYEE INVOLUNTARY TRANSFER TO A POSITION WITH  
SAME REMUNERATION NOTIFICATION**

To (Name of Employee): \_\_\_\_\_

Date of Notice: \_\_\_\_\_

Reason(s) for Transfer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Action Sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Effective Date of Transfer: \_\_\_\_\_

\_\_\_\_\_  
Tremonton City Representative or Official

\_\_\_\_\_  
Date

I have reviewed and received a copy of this form.

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

\_\_\_\_\_  
Date

Notes:



REV 11-11.1

A19-4



**EMPLOYEE INVOLUNTARY TRANSFER TO A POSITION WITH  
LESS REMUNERATION NOTIFICATION**

To (Name of Employee): \_\_\_\_\_

Date of Notice: \_\_\_\_\_

Reason(s) for Transfer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Action Sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Effective Date of Transfer: \_\_\_\_\_

\_\_\_\_\_  
Tremonton City Representative or Official

\_\_\_\_\_  
Date

I have been informed and understand that I may appeal this disciplinary action, within ten (10) days, to an Appeals Board. I have also been informed and understand that during the appeals process I may be represented by legal counsel. I have reviewed and received a copy of this form.

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

\_\_\_\_\_  
Date

Notes:



REV 11-11.1

A19-6

