

Employee Transfer Checklist



There are a number of crucial tasks that must be carried out when an employee transfers or relocates to a different site at your company. Here's a Checklist you can use to ensure that both supervisors and employees do what's necessary to effectuate a smooth and seamless move, including a list of the company property the employee must return.

Instructions: Managers/Supervisors and employees must complete this Checklist in the event that employees transfer and physically relocate to different ABC Company sites.