TO: Employee Name

 Employee Local or Budget Title

 Department

FROM: Department Head/Supervisor

 Title

 Department

DATE:

SUBJECT: Change in Supervisor

Dear Salutation Last Name,

This letter documents the discussion we had on       regarding a change in your supervisor. Effective      , you will be reporting to New Supervisor Name.

If you have any questions or concerns, please contact me or the Human Resource Management Office.

Copy: Provost/VP

Dean/Director/AVP

name of new supervisor

Human Resource Management