

**UBC Hiring Solutions Transfer Form**

*Please complete this form, print,* ***SIGN*** *and submit it to UBC Hiring Solutions*

*By e-mail: wendy.kutasiewich@ubc.ca*

*Please review the* [*Resignation/Transfer checklist*](http://www.hr.ubc.ca/staff-finders/employee-resources/resigning-transfering/) *on our webpages*

Attn: Gerry Doiron, Sr. Business Manager

UBC Hiring Solutions, a Division of Human Resources

Please accept this letter as resignation from my position as hourly UBC Hiring Solutions employee effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This is the first day you will **NOT** be working for UBC Hiring Solutions.)

My last day of work will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
(This is the last day you **will** be working in an assignment.)

The reason for my resignation is:

🞏 I have accepted a permanent position within the University in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Please provide the name of the department and the administrator e-mail so we can send them your vacation and sick balances.)***

🞏 I have accepted a term position within the University in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Please provide the name of the department and the administrator e-mail so we can send them your vacation and sick balances.)***

Regards,

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

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