

UBC Hiring Solutions Transfer Form

Please email the signed and completed Transfer form to my.placements@ubc.ca.

ATTN: Gerry Doiron, Director, Executive Director- Talent Acquisition
Hiring Solutions, UBC Human Resources

Please accept this letter as resignation from my position as hourly UBC Hiring Solutions employee effective: _____ which is the first day I will **NOT** be working for UBC Hiring Solutions.

My last day of work will be: _____ which is the last day I **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.)*

Name: _____

Signature: _____ Date: _____

Please complete this form, **SIGN** and submit it to UBC Hiring Solutions By e-mail to my.placements@ubc.ca

Please Review the Transfer Checklist

- 1.** Return your keys to Parking and Security or to the assignment department.
- 2.** Return any University property in your possession from the assignment department.
- 3.** Pick up any and all personal belongings.
- 4.** Your benefits will be transferred to your new department.
- 5.** You may be eligible for further benefits with your new department. Please follow up with your new supervisor.