



# UBC Hiring Solutions Transfer Form

Please submit the completed form to: [wendy.kutasiewich@ubc.ca](mailto:wendy.kutasiewich@ubc.ca)

ATTN: Gerry Doiron, Director- Strategic Operations & Engagement  
UBC Hiring Solutions, VP Human Resources

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

**(first day you will NOT be working for Hiring Solutions)**

My last day of work in my assignment will be: \_\_\_\_\_

The reason for my resignation is:

- I have accepted a permanent position within UBC
- I have accepted a term position within UBC

Please provide the name and email of your new department administrator to send your accrued vacation and sick balances after your final payroll with UBC Hiring Solutions.

Department: \_\_\_\_\_

Administrator Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Please review the [Resignation/Transfer Checklist](#) on our website.