TO: Employee Name

Employee Local or State Title

Department

FROM: Old Supervisor or New Supervisor

Title

Department

DATE:

SUBJECT: Change in Supervisor

Dear First 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 Office of Human Resources.

Cc: Dean/Director/Administrative Officer

Provost/VP

Name of New Supervisor

Office of Human Resources