



Transfer Request

Employee Name: Telile Worku

Date: 11/12/18

Current Shift/Dept.: 2nd North

Shift Requesting: 2nd QA

Reason: _____

Date of Requested Transfer: 11/13/18

Office Use Only

Attendance: Great

Work Performance: Not done yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: *[Signature]*

Work Restrictions: N/A

Current Wage: 14.00 New Wage: \$13.00 + benefits

Hire Date: 11/7/18

HR Initials *[Signature]*