



Transfer Request Form

SECTION A: TEAM MEMBER INFORMATION

Full Name _____ Todays Date: _____

Home Store _____ Date of Hire _____

Transfer Store _____ Transfer Request Date* _____

*Must be Approved 2 weeks in advance

SECTION B: REASON FOR TRANSFER

Scheduling Issues

Human Resources Issues

Transfer Location Store is Understaffed

Employee is Requesting the Transfer

Home Store is Overstaffed

Manager is requesting the Transfer

Other

If Other please explain: _____

SECTION C: TYPE OF TRANSFER

Position

Rate

Temporary

SECTION D: EMPLOYEE LOCATION

Working at both locations

Only Working at New Location

Executive Manager Approval: _____

New Location Manager Approval: _____

SECTION E: HUMAN RESOURCES USE ONLY