

**EMPLOYEE TRANSFER**

Date: …………/…………/20…………

Current Department/Site/Team /:

Current Job Title : ………………………………… End Date: …………………………………….

Chinese Supervisor’s Name: ……………………………….

Employee Details:

Name: …………………………………………………… Date Applied ………………........................

Cell Phone No. :…………………………………. Employee ID No: ………………………………………..

New Department/ Site / Team:

New Job Title: …………………………………… Date of Effect: …………………………………..

Chinese Supervisor’s Name: ……………………………….

**Approval by:**

Department Manager: (First Department) ………………………………………………………..

Approval by:

Department Manager (Second Department) ……………………………………………………

HR Manager: ………………………………………………………..

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| Acknowledgement of Receipt: Labour Companies Use Only: | |
| Vamed Gmbh: | Stamp and Signature: |
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