

Appendix Number 20

EMPLOYEE TRANSFER NOTIFICATION

To (Name of Employee): _____

Date of Notice: _____

Reason(s) for Transfer: _____

Effective Date of Transfer: _____

Tremonton City Representative or Official

Date

I have been informed and understand that I may appeal this disciplinary action, within ten (10) days, to an Appeals Board, and then to Tremonton City's City Council. I have also been informed and understand that during the appeals process I may be represented by legal counsel. I have reviewed and received a copy of this form.

Employee's Signature

Date

Notes