

## Staff transfer assurance between senders and receivers

### Confirmation of details of transferring employees

**The staff list for [insert name of Sender] and [insert name of Receiver]**

1. The staff identified in the attached list are employees of **[insert name of sender]** and have been identified as staff who will transfer to **[insert name of receiver]** on the effective date of the Transfer Scheme for **[insert name of sender]** 2013.
2. The attached list is drawn from the people tracker dated [date].

Designated signatory on behalf of the sender

[Insert name of sender]

Signature: .....

Name:.....

Role:.....

Date: .....

Designated signatory on behalf of the receiver

[Insert name of receiver]

Signature: .....

Name:.....

Role:.....

Date: .....

