## 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:

The staff of the [insert name of sender] who will transfer to the [insert name of receiver] on the effective date are (alternatively, please attach a spreadsheet providing the required information):

Name	NI number