**[Department Letterhead]**

Re: Notification of Transfer

Dear:

The Department of is pleased to notify you of the department org transfer of your position from **to** effective**.** You will now report to **,** . This position will remain contingent upon continued external funding.

You will continue to be eligible for the standard NMSU benefit package including health, dental, life insurance and participation in the Educational Retirement Program.

Please sign the acknowledgement below and return it no later than five working days from the time of receipt. You may fax the signed original offer to the attention of at. If you have any questions, please contact at.

Sincerely,

**NMSU TRANSFER ACKNOWLEDGMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, herby acknowledge that my position has been transferred as stated above. I also acknowledge my employment is funded through the following grant/contract:

I further understand that this position, including fringe benefits, if applicable, is contingent upon the availability of said grant/contract funds, and in no way obligates the university to retain me as a regular employee after the grant/contract monies are depleted.

I further understand that the university will provide me with a minimum of thirty (30) calendar days notice to separate me from employment due to depletion of the said funding, and that I will not be entitled to layoff/recall nor grievance appeal rights, provided that the separation of employment is based upon a lack of funding.

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 Date