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| **Employee Internal Transfer Announcement** |
| **Date\*：** |
| **Requester\*** |  | **Department \*** |  |
| **Transferred Employee \*** |  | **Effective Date \*** |  |
| **Previous Job title\*** |  | **Previous Department \*** |  |
| **New Job title \*** |  | **New Department \*** |  |
| **Remarks**  |  |