Employee Displacement Record

Records	Project / Task Name	Project Manager	Desion maker for Employee
From Date : To Date:			

Current Location	Employee ID	Employee Name	Designation	Current Duties	Date of Join Location	Reason of Leave			Date of Leave Location	Acceptance		If, transferred? Where moved?	Charge Handover to	What Delivered	Note
						Transfer	Resigned	Terminated		YES	Pending				

Remarks by Human Resouces

Manager - Human Resources