



City of Dallas

Enter your name.

Employee ID #: Enter your City of Dallas ID #.

Enter your street address.

Enter your City, State, & Zip Code.

Enter your phone number.

Click or tap to enter a date.

Dear Mr./Mrs. Name of person letter is addressed to.:

Please accept this letter as formal notification that I am intending to vacate my current position within the City of Dallas and moving to a new role. The effective date of this change will be [Date].

Information	Current Position	New Position
Position Number (PM #):	[enter current PM #]	[enter new PM #]
Position Title:	[enter current job title]	[enter new job title]
Department:	[enter current department]	[enter new department]
Manager:	[enter current manager]	[enter new manager]

Sincerely,

Your Signature

Enter your printed name.