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Executive Director  
Management Services Division  
International Islamic University Malaysia  
(Attn. :- Employment (Non Academic) Unit)

Dear Br./Sr.,

Assalamualaikum warahmatullahi wabarakatuh,

**NOTICE OF TRANSFER**

Name / Staff No. : .....

Post / Grade : .....

New K/C/D/I : .....

Name of New Supervisor / : .....

Staff No.

It is hereby confirmed that the above-named officer has reported for duty at this K/C/D/I on

.....

Thank you. *Wassalam.*

.....  
**Executive Director/ Dean/ Director/ Head/ Chief**  
**Kulliyah/ Centre / Division/ Institute**  
**(Signature & Official Stamp)**

.....  
**Date**

\*Kindly return the duly completed Notice of Transfer within three (3) working days from the effective date of transfer.

..... ]  
 ..... ] *(Address to current supervisor/ Dean/ Director/  
 Head of Department)*  
 ..... ]  
 ..... ]

Dear YBhg. Dato’/ Prof./ Assoc. Prof./ Dr./ Sir/ Madam,

*Assalamualaikum warahmatullahi wabarakatuh,*

**HANDOVER NOTES**

May I respectfully refer to the Notice of Transfer IIUM/202/C/1/1/..... dated ..... and please find attached herewith the following documents :-

- (i) Handover and Acceptance letter on release of duties. *(Appendix A)*
- (ii) Duty List.
- (iii) Latest position on outstanding work. *(Appendix C)*
- (iv) List of properties / office equipment. *(Appendix D)*

*Thank you. Wassalam.*

.....  
*(Signature of the officer to be transferred)*

*Name / : .....*  
*Staff No*

*Date : .....*

*c.c. : Executive Director, Management Services Division*

**Note :** *To be copied to the officer taking over the post*

**HANDOVER AND ACCEPTANCE LETTER  
ON RELEASE OF DUTIES**

(a) I, ..... a/an  
(Name)

..... at  
(Post)

.....  
(Kulliyah/Department)  
from ..... until .....

is enclosing herewith the Note on Release of Duties as directed through the Transfer  
Order ref. no. IIUM/202/C/1/1/..... dated .....

**Released by :**

**Checked by :**

Signature : .....

Signature : .....

Name / : .....  
(Officer to be transferred)

Name : .....  
(Head of department)

(b) I, ..... a/an  
(Name)

who is taking over the post of .....

effective from ..... have received one (1) copy of the Note on Release of  
Duties.

**Received by :**

**Checked by :**

Signature : .....

Signature : .....

Name / : .....  
(Officer taking over the post)

Name : .....  
(Head of department)

.....

***DUTY LIST OF OFFICER TO BE TRANSFERRED (Attachment)***

*Checked by:*

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

(Head of Department)

***LATEST POSITION ON OUTSTANDING WORK***

<b>Unfinished work</b>	<b>Present Position</b>	<b>Action Required</b>	<b>File Reference / Officer / Department Involved</b>	<b>Remarks</b>

*Checked by:*

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

(Head of Department)

