*В ПРИКАЗ*

*Установить заработную плату в размере*

*\_\_\_\_\_\_\_\_\_\_\_\_\_ руб. в месяц.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **To the Rector**  of National Research University  Higher School of Economics  Y.I. Kouzminov | | **Ректору**  Национального исследовательского университета  «Высшая школа экономики»  Я.И.Кузьминову | |
| from | | от | |
| (full name) | | *(фамилия, имя, отчество работника)* | |
|  | |  | |
| (position) | | *(наименование должности)* | |
|  | |  | |
| (name of the department) | | *(наименование структурного подразделения)* | |
| *contact phone number* | | *контактный тел.* | |

**APLLICATION / ЗАЯВЛЕНИЕ**

|  |  |
| --- | --- |
| I am applying for a transfer / Прошу перевести меня from / c “\_\_\_”\_\_\_\_\_\_\_\_\_20\_\_  from the position of / с должности  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (previous position / указать должность)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (name of the department / указать структурное подразделение)  to the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (new position / указать должность)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (name of the department / указать структурное подразделение)  with the following work schedule / с режимом работы: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| Рег. номер Управления персонала |  | | |
| *(подпись/signature)* | *(расшифровка подписи/full name)* | | |
| « » |  | 201\_ | год |
| *(дата/date)* |  |  |  |

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| **Approved by**  The head of the department where the employee is hired  Заявление передал(а) в Управление персонала:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ф.и.о.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (должность)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (контактный номер телефона)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (дата, подпись) | | **Согласовано:**  Подпись руководителя структурного подразделения: | |
|  |  | |  | |
| *(должность/position)* |  | |  | |
| *(подпись/signature)* |  | | *(расшифровка подписи/full name)* | |
| «\_\_\_\_\_\_» | \_\_\_\_\_\_\_ | | 201\_\_\_ | |