*В ПРИКАЗ*

*Установить заработную плату в размере*

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

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

|  |  |
| --- | --- |
|  **To the Rector**of National Research UniversityHigher School of EconomicsY.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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |

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

|  |  |
| --- | --- |
| **Approved by**  The head of the department where the employee is hiredЗаявление 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\_\_\_ |