



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونِيسْكِتِيْ اِسْلَامْ اِنْتَارَا اِبْحْسَانًا مَلِيسِيَا

**Fax No. :-** 03-61964997

**Email :-** msd\_recruit\_admin@iium.edu.my

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

Dear Br./Sr.,

*Assalamualaikum warahmatullahi wabarakatuh,*

**NOTICE OF SECONDMENT**

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.*

.....

**Date** : .....

**Dean/Director/Head**  
(**Signature & Official Stamp**)

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