

**Philipps**



**Universität  
Marburg**

**Recipient:**

Philipps-Universität Marburg  
The President  
Dept. II B - HR Department  
Biegenstraße 10  
35037 Marburg

**Sender:**

Employee No.: \_\_\_\_\_  
see pay slip \_\_\_\_\_  
Surname, First name: \_\_\_\_\_  
Department/Facility: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Email: \_\_\_\_\_

Marburg, 13 May 2019

**Change of address**

Dear Sir, Madam,

Please note the new address of my official residence.

Please send any personal letters as well as pay slips or salary statements, to the address below starting on \_\_\_\_\_, unless they are sent to my office address.

**1. Residence:**

Street, No.: \_\_\_\_\_

Postal-/ZIP code, Place: \_\_\_\_\_

Private telephone no.: \_\_\_\_\_  
(optional)

**2. Residence:**

Street, No.: \_\_\_\_\_

Postal-/ZIP code, Place: \_\_\_\_\_

Kind regards,

\_\_\_\_\_  
This letter does not require a signature if sent from your work email at the university.

Please print this form or send it to the HR Department.