

Employment Change Notice Form (Contract Extension)

This **employment change notice form** sample is designed to officially document contract extensions between employers and employees. It ensures clear communication of updated terms and duration, promoting transparency and legal compliance. Use this form to streamline the contract renewal process efficiently.

Employee Name:

Employee ID/Number:

Position>Title:

Department:

Original Contract End Date:

New Contract End Date:

Reason for Contract Extension:

Summary of Updated Terms (if any):

E.g. changes in salary, working hours, responsibilities, etc.

Employee Signature:

Date:

Employer/HR Signature:

Date:

Please submit this completed form to the Human Resources Department. Keep a copy for your records.