

Employment Change Notice Form

(Temporary Assignment)

This **employment change notice form** sample is designed specifically for temporary assignments, providing a clear and concise way to document changes in employment status. It ensures both the employer and employee have a formal record of the assignment details and duration. Use this form to maintain accurate personnel records and comply with organizational policies.

Employee Information

Employee Name

Employee ID

Department

Current Position

Temporary Assignment Details

Assignment Title/ Role

Temporary Department/Location

Effective Start Date

Expected End Date

Reason for Assignment

Assignment Details/ Description

Compensation/Notes

Change in Compensation (if any)

Additional Notes

Approvals

Employee Signature

Date

Supervisor/Manager Signature

Date

Please retain a copy of this form in the employee's personnel file.