

Employment Change Notice Form

Permanent Part-Time Conversion

This **employment change notice form** sample is designed to facilitate the seamless conversion of an employee's status to permanent part-time. It ensures clear communication of changes in employment terms, promoting transparency and compliance. Use this template to document and formalize the employment adjustment efficiently.

Employee Name:

Current Position/Title:

Department:

Supervisor/Manager:

Effective Date of Change:

Current Employment Status:

New Employment Status:

**New Work Pattern
(days/hours):**

Day	Start Time	End Time	Total Hours
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for Change:

Other Relevant Details:

Employee Signature: **Date:**

**Manager/Supervisor
Signature:** **Date:**

