

# 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:**

