

Employment Change Notice Form

Remote Work Arrangement

This **Employment Change Notice Form** sample simplifies the process of documenting modifications related to remote work arrangements. It ensures clear communication between employers and employees regarding changes in work location or conditions. Utilizing this form helps maintain compliance and streamline workflow adjustments.

Employee Details

Employee Name	_____
Employee ID	_____
Department	_____
Supervisor/Manager	_____

Change Details

Current Work Arrangement	<input type="checkbox"/> On-site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote
Requested Change	<input type="checkbox"/> Transition to Remote <input type="checkbox"/> Transition to Hybrid <input type="checkbox"/> Other: _____
Effective Date	____ / ____ / ____
Duration	<input checked="" type="radio"/> Temporary From: ____ / ____ / ____ To: ____ / ____ / ____ <input type="radio"/> Permanent
New Work Location (if applicable)	_____
Reason for Change	_____
Additional Comments / Conditions	_____

Approvals

Employee Signature	_____ Date: ____ / ____ / ____
Manager/Supervisor Signature	_____ Date: ____ / ____ / ____
HR Approval	_____ Date: ____ / ____ / ____

Note: Please attach any relevant documentation or justification for the requested employment change. Retain a copy for your records and submit the original to your HR department.