

# Employment Change Notice Form

This **employment change notice form** sample is designed to facilitate clear communication regarding salary adjustments. It ensures that both employers and employees have a documented record of any changes in compensation. Using this form helps maintain transparency and accuracy in payroll management.

Employee Name:

Employee ID:

Department:

Position/Title:

Current Salary (\$):

New Salary (\$):

Effective Date:

Reason for Adjustment:

Additional Notes:

| Approval Signatures       | Date  |
|---------------------------|-------|
| Employee: _____           | _____ |
| Supervisor/Manager: _____ | _____ |
| HR Representative: _____  | _____ |