

Employment Change Notice Form

Promotion Notification

Use this **employment change notice form** sample to officially document and communicate promotions within your organization. It ensures clarity and compliance by detailing the employee's new role and updated employment terms. Streamline your notification process with this essential HR tool.

Employee Name:

Employee ID:

Department:

Current Supervisor/Manager:

Current Job Title:

New Job Title (Promoted To):

Effective Date of Promotion:

New Salary/Pay Rate:

Other Changes (if any):

Reason for Promotion/Comments:

HR Representative/Approver:

Approval Date:

Submit Promotion Notice

For HR Department Use: Please file this form in the employee's personnel record and notify Payroll and other relevant departments as necessary.