

Employment Change Notice Form

This **Employment change notice form** sample is designed to formally communicate modifications to an employee's work schedule. It ensures clarity and legal compliance during schedule adjustments. Using this template helps maintain transparent employer-employee communication.

Employee Name:

Employee ID/Number:

Department:

Position/Title:

Supervisor/Manager:

Effective Date of Change:

Reason for Schedule Modification:

Current Work Schedule:

| Day | Start Time | End Time |
|-----------|----------------------|----------------------|
| Monday | <input type="text"/> | <input type="text"/> |
| Tuesday | <input type="text"/> | <input type="text"/> |
| Wednesday | <input type="text"/> | <input type="text"/> |
| Thursday | <input type="text"/> | <input type="text"/> |
| Friday | <input type="text"/> | <input type="text"/> |

| | | |
|----------|----------------------|----------------------|
| Saturday | <input type="text"/> | <input type="text"/> |
| Sunday | <input type="text"/> | <input type="text"/> |

New Work Schedule:

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

Additional Notes/Comments:

Employee Acknowledgement:

Employee Signature

Supervisor/Manager Approval:

Supervisor/Manager Signature

Submit