

# 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:**

**Supervisor/Manager Approval:**