

EMPLOYEE STATUS CHANGE FORM

TEMPLATE LINKS

EMPLOYEE STATUS CHANGE FORM

EMPLOYEE INFORMATION	
Full Name:	Employee ID:
Department:	Position: <input type="text"/>
Current Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/> Other: _____	
CHANGE DETAILS	
Effective Date of Change:	
Reason for Change Status: <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Change in Work Hours <input type="checkbox"/> Other: _____	
If the reason is 'Other,' please specify: _____	
DETAILS OF CHANGE (IF APPLICABLE)	
New Position/Title:	
New Department:	
New Work Hours: From _____ To _____	
SALARY INFORMATION (IF APPLICABLE)	
Current Salary: \$	New Salary: \$
BENEFITS INFORMATION (IF APPLICABLE)	
Change to Benefits: <input type="checkbox"/> Health Insurance <input type="checkbox"/> Retirement Plan <input type="checkbox"/> Other: _____	

Manager/Supervisor Approval:
I, [Manager/Supervisor Name], approve the change in the employee's status as indicated above.

Manager/Supervisor Name: _____
Signature: _____ Date: _____

HR Approval:
I, [HR Representative Name], approve the change in the employee's status as indicated above.

HR Representative Name: _____
Signature: _____ Date: _____

Employee Acknowledgment:
I, the undersigned employee, acknowledge and understand the changes to my employment status as outlined above.

Employee Signature: _____ Date: _____

[Your Company Name]
[Your Company Address]
[Contact Information]

Google Docs
(US Letter)

[Click here:](#)

Google Docs
(A4)

[Click here:](#)

» [DOCS TO MS WORD](#)

**Please be aware of the disclaimer on the second page of this document. ➡*

DISCLAIMER

READ BELOW:

Please note: The template is a strong starting point, and the generic information is meant to be edited specific to your company, state regulations, and/or legal or union restrictions. This is not meant to be legally defensible, and I recommend having the information vetted to suit your specific needs. Every company is different and adheres to a specific set of circumstances.

The policy documents and templates provided on this website are intended for general informational purposes only and should not be relied upon as legal advice or as a substitute for legal advice. While every effort has been made to ensure that the information provided in these documents is accurate and up-to-date, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the templates, or the information, products, services, or related graphics contained therein for any purpose.

By purchasing and downloading any of our templates, you acknowledge and agree that you have read and understand this legal disclaimer and that you consent to its terms. You acknowledge and agree that you use these templates at your own risk and that we shall not be held responsible or liable for any damages, losses, or costs arising from your use of any of our templates.

Furthermore, you agree that it is your responsibility to seek legal advice before relying on any of the information provided in these templates or making any decisions based on the templates.

We reserve the right to update or modify this legal disclaimer at any time without prior notice. Your continued use of our templates following any such changes constitutes your acceptance of the new legal disclaimer.