

# Payroll Position Change Notification

## Employee Information

Employee Name:  

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Employee ID:  

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Department:  

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Current Position:  

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## Position Change Details

New Position Title:  

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Effective Date:  

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New Salary/Pay Rate:  

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Reason for Change:  

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## Additional Comments

Prepared By:  

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Date:  

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Approved By:  

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Date:  

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