

CHANGE OF EMPLOYMENT STATUS LETTER

From: _____

To: _____

Subject:

Notification of Change of Employment Status

Dear Sir/Madam,

This letter serves as official notification of a change in employment status for the employee named below with our organisation.

Employee Details:

Full Name: _____

Employee ID (if applicable): _____

Current Position: _____

Department: _____

Change of Employment Status Details:

Previous Employment Status: _____

New Employment Status: _____

Effective Date of Change: _____

Reason for Change:

Please provide details regarding the reason for the change of employment status below:

Terms and Conditions of Employment Change:

The terms and conditions of this change are as follows, and are governed by applicable Australian employment laws and regulations. Any amendments or additional agreements will be documented in writing and signed by both the employer and the employee.

Employee Acknowledgement:

I, the undersigned employee, acknowledge receipt of this Change of Employment Status letter, understand its contents, and agree to the change as outlined above.

EMPLOYER REPRESENTATIVE SIGNATURE

Name:

Position:

Date:

Signature: _____

EMPLOYEE SIGNATURE

Name:

Date:

Signature: _____

This letter is issued in accordance with Australian employment law and does not supersede any existing contracts or enterprise agreements unless expressly stated. Both parties are advised to seek independent legal advice if required.

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