**REQUEST FOR CHANGE IN EMPLOYMENT STATUS**

**I am requesting the following change(s) in my employment status with [name of company]:**

\_\_ Transfer in position from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (my current position) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the position I would like to have).

\_\_ Change in hours of work from my current schedule of \_\_\_\_\_\_ to \_\_\_\_\_\_ to the new hours of \_\_\_\_\_\_ to \_\_\_\_\_\_.

\_\_ Change in days of work from my current schedule of \_\_\_\_\_\_ to \_\_\_\_\_\_ to the new days of \_\_\_\_\_\_ to \_\_\_\_\_\_.

\_\_ Change in work location (if applicable - this would usually apply to telecommuting requests).

**Result(s) of transfer in position:** I understand that if the Company grants my request, the following change(s) will also occur:

\_\_ Change in pay rate from \_\_\_\_\_\_ per \_\_\_\_\_\_ to \_\_\_\_\_\_ per \_\_\_\_\_\_.

\_\_ Change in department from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_ Change in supervisors from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_ Change in schedule from \_\_\_\_\_\_ to \_\_\_\_\_\_ to the new hours/days of \_\_\_\_\_\_ to \_\_\_\_\_\_.

\_\_ Change in work location from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_ [Loss][Addition] of [bonus]/[parking space]/[type of benefit]/[access to certain type of training]/[access to type of resource].

I understand that if the Company decides to grant my request and hires, transfers, trains, or otherwise changes the employment status of any employee in response to it, I will most likely not be able to withdraw my request at a later date and that the change will remain in effect.

I further understand that no particular change is guaranteed; that if the Company grants my request, it may later rescind the decision at its discretion; that any granting of such request is contingent upon my meeting the performance standards for my position; and that the granting or denial of this request will not alter the employment-at-will relationship that I have with [name of company].

/signed/

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date