

# CRISWELL AUTOMOTIVE

## NOTICE OF CHANGE IN PAY STATUS

TODAY'S DATE: \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

CURRENT POSITION: \_\_\_\_\_ DEPT: \_\_\_\_\_

CURRENT RATE OF PAY: \_\_\_\_\_

NEW RATE OF PAY: \_\_\_\_\_

EFFECTIVE DATE OF CHANGE: \_\_\_\_\_

REASON FOR CHANGE:

\_\_\_\_\_ PERFORMANCE \_\_\_\_\_ PROMOTION/TRANSFER/TITLE CHANGE

\_\_\_\_\_ OTHER \_\_\_\_\_

\_\_\_\_\_

NEW TITLE: \_\_\_\_\_

NEW DEPT: \_\_\_\_\_

MANAGERS APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S  
ACKNOWLEDGMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

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### REMARKS

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