

# Roster change notice template

Business: \_\_\_\_\_

| Section                       | What the notice says |
|-------------------------------|----------------------|
| To                            |                      |
| From                          |                      |
| Date given                    |                      |
| Current regular roster        |                      |
| Proposed roster               |                      |
| Proposed start date           |                      |
| Reason for the change         |                      |
| Likely effect on the employee |                      |
| How to respond, and by when   |                      |
| Meeting offered               |                      |
| Employee response             |                      |
| Outcome and date              |                      |