

Employment Amendment Request Form

Manages contractual changes such as role, salary, or location updates.

01 Employee Information

Employee Name

Employee ID

Department

Current Position

Reporting Manager

02 Requested Changes

Type of amendment requested:

- | | |
|--|---|
| <input type="checkbox"/> Role / Title Change | <input type="checkbox"/> Salary / Compensation Change |
| <input type="checkbox"/> Work Location Change | <input type="checkbox"/> Working Hours Change |
| <input type="checkbox"/> Benefits Change | <input type="checkbox"/> Department Transfer |
| <input type="checkbox"/> Reporting Line Change | <input type="checkbox"/> Contract Duration Change |

03 Current Terms

Current Value / Description

04 Proposed Terms

New Value / Description

Effective Date

Justification

05 Approval Chain

Requested By

Manager Approval

HR Approval

Approval Date

Declaration & Consent

By submitting this form, I request the employment amendments specified above. I understand that all changes are subject to management and HR approval and will be documented as a formal amendment to my employment contract. The amended terms will take effect from the specified date upon all required approvals. All data will be handled in accordance with Humii's Privacy Policy.

Authorized Signature

Date (DD/MM/YYYY)

Full Name (Print)

Designation