# Change of Roster Notification

Generally, employers need to advise employees of any changes to a roster by giving at least 7 days’ notice. However, the notice period can vary depending on circumstances and the award or enterprise agreement that may be applicable.

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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[Insert date]

PRIVATE AND CONFIDENTIAL

[Name]

[Street address]

[Suburb] [State] [Postcode]

Dear [Name]

**RE: Change of Roster Notification**

I am writing to advise you of the changes in your roster. In accordance to **[Clause]** of the **[Modern Award],** we have to advise you of the change at least **[length of time for notice, e.g. 7 days]** prior to the changes.

Your new roster will commence on **[date]** and finish on **[date].** The days to be worked are **[Days, e.g. Sunday – Thursday]** and the daily hours are **[hours, e.g. 8am-4pm].**

The reasons behind the change in your roster are **[insert reason].**

If you have any queries in regards to the roster change, please contact myself and we can discuss this further on **[contact number].**

Please do not hesitate to contact me should you have any questions.

Yours sincerely,

**[Managers Name]**

**[Managers Title]**

Signature of Employee: Date: