

Employee details / update request

Complete only the details that changed. Give the effective date and send the form to the colleague responsible for staff records.

Staff name / code

Team / submitted date

Details to change — leave unchanged rows blank

Detail	New value	Effective date
Name / preferred name		
Contact telephone		
Contact email		
Postal address		
Other detail: _____		

Anything to clarify?

Record or detail to check / preferred follow-up contact

For the receiving team

Record / system updated	Updated by	Date	Done / follow-up

Received by / date

Completion confirmed to staff member on