Change of Duties Notice Letter



Employers may change the duties, responsibilities and job functions of employees provided that the new duties are safe and reasonably comparable to the employee’s original role. Changes in roles or duties should be made in response to: a downturn in business activity, business restructuring and any other reasons that impact the business operations.

This notice covers information about the change of duties and reasons why this change of work duties is necessary for the business. Use this notice if you would like to: change an employee’s responsibilities, explain why the employee’s duties have changed, inform employee what their new duties are, and follow a proper documentation process in changing an employee’s role & contract.