



**CITY OF DELANO**  
**NOTICE TO EMPLOYEE**

TO: Human Resources Department

FROM: (Employee Name) \_\_\_\_\_

SUBJECT: Change in Name/Home Address/Telephone and/or Email

As an employee with the City of Delano, in keeping with the procedures set forth in the City Manager/Human Resources Department, I hereby report the following change(s).

NAME CHANGE: \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_

(Must provide copy of Driver's License and Social Security Card)

OLD ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_

\_\_\_\_\_

(Need P.O. Box number for Earlimart residents)

OLD PHONE NUMBER: \_\_\_\_\_

NEW PHONE NUMBER: \_\_\_\_\_

Unlisted ( )  
Listed ( ) - Check one –

OLD E-MAIL: \_\_\_\_\_

NEW E-MAIL: \_\_\_\_\_

EFFECTIVE DATE OF CHANGE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_