EMPLOYEE NAME

ADDRESS

DATE

Dear NAME,

Further to our discussion on [DATE] I am writing to confirm the agreed [TEMPORARY/PERMANENT] changes to your terms and conditions of employment with [ORGANISATION].

\*DELETE AS APPROPRIATE. With effect from [DATE] your salary will be [AMOUNT]. Your hours of work will be [INSERT AS APPROPRIATE]. Your place of work will be [LOCATION]. Your Job Title will be [JOB TITLE]. [INSERT REASON FOR CHANGE IF APPROPRIATE].

These changes are out in place on a [PERMANENT/TEMPORARY] basis. \*IF TEMPORARY – outline length of change or review timescale (weekly/ monthly review).

All other terms and conditions of employment outlined in your employment contract remain unchanged.

Please sign one copy of this letter and return to [NOMINATED PERSON] and retain the other copy for your records.

Yours Sincerely,

(Signed for and on behalf of the company)

By signing below, I agree to the changes to my terms and conditions of employment outlined above.

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[EMPLOYEE NAME] Date