

Adjustment to Employment Conditions

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally confirm the adjustments to your employment conditions as discussed. Effective [Effective Date], the following changes will take place:

- Job Title: [New Job Title]
- Salary: [New Salary]
- Work Hours: [New Work Hours]
- Other Benefits: [Details of any other changes]

Please review the outlined changes and feel free to reach out if you have any questions or concerns.

Thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]