

Letter of Alteration to Work Agreement

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of alterations to your work agreement that will take effect as of [Effective Date]. After careful consideration and in alignment with our company policies, we believe these adjustments will benefit both you and our organization.

Changes to Your Work Agreement

- Change 1: [Description of the change]
- Change 2: [Description of the change]
- Change 3: [Description of the change]

Please review the changes outlined above. If you have any questions or require further clarification, do not hesitate to reach out to us.

We appreciate your understanding and cooperation as we implement these changes.

Best regards,

[Your Name]
[Your Position]
[Company's Name]
[Contact Information]