

Change Notification for Job Terms

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of a change to your job terms effective [Insert Effective Date].

Details of the changes are as follows:

- **Position:** [Insert New Position]
- **Salary:** [Insert New Salary]
- **Work Hours:** [Insert New Work Hours]
- **Other Relevant Terms:** [Insert Other Changes]

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]