

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you about an amendment to your employment terms with [Company Name], effective [Effective Date]. The details of the amendment are outlined below:

- **Position:** [New Position Title]
- **Salary:** [New Salary] per [hour/week/month/year]
- **Working Hours:** [New Working Hours]
- **Benefits:** [Changes in Benefits, if any]

Please review this amendment carefully. If you agree to the terms outlined above, please sign and return a copy of this letter by [Return Date]. If you have any questions or concerns, feel free to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Agreed and Accepted,

[Employee's Name]

[Date]