

Employment Terms Update

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Subject: Update to Employment Terms

Dear [Employee's Name],

We are writing to inform you of an update to your employment terms with [Company Name]. This update is effective as of [Effective Date].

Updated Employment Terms:

- **Position:** [New Position Title]
- **Salary:** [New Salary]
- **Benefits:** [Details of any changes to benefits]
- **Working Hours:** [New Working Hours]

Please review the updated terms carefully. If you have any questions or require further clarification, do not hesitate to contact me.

We appreciate your contributions to [Company Name] and look forward to your continued success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]