

Revised Employment Contract Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are writing to inform you that your employment contract has been revised. The following changes have been made:

- **Position:** [New Position]
- **Salary:** [New Salary]
- **Effective Date:** [Effective Date]
- **Additional Benefits:** [List any additional benefits]

Please review the attached revised employment contract. If you have any questions or require further clarification, do not hesitate to reach out.

We appreciate your continued contributions to the team and look forward to your ongoing success in your revised role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]