

Terms of Employment Revision

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you of a revision to your terms of employment with [Company Name]. The following changes will take effect on [Effective Date]:

- **Position:** [New Position]
- **Salary:** [New Salary]
- **Working Hours:** [New Working Hours]
- **Benefits:** [Details of Changes in Benefits]

Please review these changes carefully. If you have any questions or would like to discuss the revisions further, do not hesitate to contact us at [Contact Information].

We appreciate your continued dedication to [Company Name] and look forward to your contributions in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]