

# Employment Contract Adjustment Letter

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Adjustment to Employment Contract

We hope this message finds you well. We are writing to formally notify you of an adjustment to your employment contract as discussed in our recent meeting.

Effective [Insert Effective Date], the following changes will take place:

- **Position:** [New Position]
- **Salary:** [New Salary]
- **Work Hours:** [New Work Hours]
- **Other Adjustments:** [Any Other Details]

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to indicate your acceptance of these adjustments.

Thank you for your attention to this matter. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Enclosure: Copy of Adjusted Employment Contract