

# Employment Agreement Change Letter

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 change to your employment agreement with [Company Name]. This change will take effect on [Effective Date].

The details of the change are as follows:

- Job Title: from [Old Job Title] to [New Job Title]
- Salary: from [Old Salary] to [New Salary]
- Working Hours: from [Old Working Hours] to [New Working Hours]

Please sign and return a copy of this letter to confirm your acceptance of these changes.

Thank you for your continued commitment to [Company Name]. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]

[Company Address]  
[Company Contact Information]