

Request for Employment Contract Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an amendment to my employment contract dated [original contract date].

Due to [briefly explain the reason for the request, e.g., changes in job responsibilities, work hours, compensation, etc.], I believe an amendment is necessary to reflect these changes. I value my role at [Company's Name] and wish to ensure that my contract accurately represents my current position and contributions.

I would appreciate the opportunity to discuss this matter at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]