

Notification for Desired Changes in Job Contract

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request some desired changes to my job contract dated [Insert Contract Date]. After careful consideration, I believe these adjustments will enhance my ability to contribute effectively to our team.

The proposed changes are as follows:

- Change 1: [Describe the change]
- Change 2: [Describe the change]
- Change 3: [Describe the change]

I believe these modifications will align my role with the company's current needs and goals. I am open to discussing this matter further and am flexible regarding any adjustments or suggestions you may have.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]