

Letter of Alteration to Employment Agreement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally notify you of alterations to your employment agreement dated [original agreement date]. After careful consideration, we have made the following changes:

- **Position:** [New Position]
- **Salary:** [New Salary]
- **Work Hours:** [New Work Hours]
- **Other Terms:** [Any other alterations]

These changes will take effect on [Effective Date]. Please sign below to acknowledge your acceptance of these amendments.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Signature: _____

Date: _____