

Letter of Amendment to Employment Conditions

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you of an amendment to your employment conditions as discussed in our recent meeting. This amendment will take effect on [Effective Date].

Outlined below are the changes to your current employment conditions:

- **Position Title:** [New Position Title]
- **Salary:** [New Salary]
- **Working Hours:** [New Working Hours]
- **Other Conditions:** [Any additional changes]

Please sign and return this letter to confirm your acceptance of these amended terms. If you have any questions, feel free to reach out.

Thank you for your continued commitment to [Company Name].

Sincerely,

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

Employee Signature

Date: _____