

Change to Employment Contract

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We are writing to inform you of some changes to your employment contract. This letter serves as a formal notification regarding the revisions agreed upon, effective from [Effective Date].

Changes to Employment Contract

- **Job Title:** [New Job Title]
- **Salary:** [New Salary Amount]
- **Working Hours:** [New Working Hours]
- **Additional Benefits:** [Details on Additional Benefits]

Please review the changes and if you have any questions or concerns, do not hesitate to reach out to [Contact Person/HR Department].

We appreciate your commitment to [Company Name] and look forward to your continued contributions.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]