

Employment Contract Update Notification

Dear [Employee's Name],

We hope this message finds you well. We would like to inform you that there has been an update to your employment contract with [Company Name].

The changes to your contract will take effect on [Effective Date]. Below are the key changes:

- **Position:** [New Position]
- **Salary:** [New Salary]
- **Working Hours:** [New Working Hours]
- **Other Benefits:** [Any Additional Benefits]

Please review the updated contract attached to this email. If you have any questions or concerns, feel free to reach out to the HR department.

Thank you for your continued dedication and hard work.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]