

Letter of Proposed Changes to Employment Terms

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

From: [Your Name]

Position: [Your Position]

Company: [Company Name]

Dear [Employee's Name],

We are writing to inform you of proposed changes to your employment terms that we believe will enhance your role and benefit both you and the company.

Proposed Changes:

- **Change 1:** [Description of Change 1]
- **Change 2:** [Description of Change 2]
- **Change 3:** [Description of Change 3]

We believe that these changes will positively impact your work experience and align your responsibilities with our company's evolving goals. The proposed changes will take effect from [Effective Date].

Please feel free to reach out to discuss this further or if you have any concerns. We appreciate your hard work and dedication to [Company Name].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]