

Employment Agreement Modification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to formally notify you of modifications to your employment agreement dated [Original Agreement Date]. The following changes will take effect on [Effective Date]:

- **Change in Job Title:** [New Job Title]
- **Changes in Compensation:** [New Salary or Rate]
- **Revised Work Hours:** [New Work Schedule]
- **Additional Responsibilities:** [New Responsibilities]

Please review the modifications and indicate your acceptance by signing below. If you have any questions or need further clarification, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Employee Name], Employee

Date: _____