

# Proposal for Amended Employment Terms

Date: [Insert Date]

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally propose amendments to my current employment terms due to [insert reason, e.g., changes in responsibilities, performance review, etc.].

As we have discussed, I believe that the following adjustments will not only reflect my contributions more accurately but also align with the company's goals:

- Proposed Change 1: [Description of the change]
- Proposed Change 2: [Description of the change]
- Proposed Change 3: [Description of the change]

I am confident that these changes will benefit both myself and [Company's Name] in achieving [specific outcomes or objectives]. I would appreciate the opportunity to discuss this proposal further at your earliest convenience.

Thank you for considering my request.

Sincerely,

[Employee's Name]  
[Employee's Job Title]  
[Employee's Contact Information]