

Notification of Changes to Job Contract

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to formally notify you of changes to your job contract, effective [Insert Effective Date]. The following amendments will be made:

- **Position:** [New Position or Job Title]
- **Salary:** [New Salary or Pay Rate]
- **Hours:** [New Working Hours or Shift Details]
- **Benefits:** [Changes to Benefits, if applicable]

Please review the changes carefully. You are encouraged to reach out to [Contact Person/Department] if you have any questions or require further clarification.

Thank you for your continued contributions to [Company Name]. We look forward to your continued success in your updated role.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]