

Employment Terms Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an amendment to my employment terms as outlined in my current contract dated [Insert Contract Date].

Specifically, I would like to request the following changes:

- [List specific terms to be amended]
- [Additional terms if needed]

These modifications will not only allow me to better contribute to our team's objectives but also align my role more closely with my professional goals and responsibilities.

I appreciate your consideration of this request and would be happy to discuss it further at your earliest convenience.

Thank you for your time.

Sincerely,

[Your Name]