

Revised Employment Agreement Notification

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you that your employment agreement with [Company Name] has been revised. The updates will take effect on [Effective Date].

The key changes include:

- Your new position: [New Position Title]
- Your new salary: [New Salary]
- Updated benefits: [Brief Description of Changes in Benefits]

Please review the attached revised employment agreement for detailed terms and conditions.

If you have any questions or concerns regarding the changes, do not hesitate to reach out to [Contact Person/HR Department] at [Contact Information].

Thank you for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]