

Job Contract Amendment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are writing to formally amend your employment contract dated [Insert Original Contract Date]. This amendment will take effect on [Insert Effective Date].

Amendment Details:

- **Position:** [Insert New Position]
- **Salary:** [Insert New Salary]
- **Working Hours:** [Insert New Working Hours]
- **Other Changes:** [Insert Other Relevant Changes]

Please sign and return a copy of this letter to acknowledge your acceptance of these amendments.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]