

Employment Agreement Change Discussion

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. I am writing to discuss potential changes to your employment agreement, specifically regarding [mention specific items or areas of the agreement].

We believe that these changes will [explain the purpose of the changes, e.g., improve workflow, align with company goals, etc.]. We would like to schedule a time to discuss this further and ensure your thoughts and feedback are taken into account.

Please let me know your availability over the next few days, so we can arrange a meeting at a convenient time for you. Your input is valuable, and we want to ensure we make decisions that benefit both you and the company.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]