

Employment Contract Amendment Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you about an amendment to your employment contract dated [Insert Original Contract Date]. This amendment will take effect as of [Insert Effective Date].

The following changes are being made:

- [Detail the specific amendment, e.g., change in salary, job title, work hours, etc.]
- [List any additional amendments if necessary]

Please review the amendments and sign below to acknowledge your acceptance of these changes:

Employee Signature

Date: _____

If you have any questions or concerns regarding this notice, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Employer's Name]

[Employer's Position]

[Company Name]

[Company Address]