

Employment Terms Revision Proposal

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 propose a revision to the terms of your employment as [Employee's Position] at [Company's Name].

Proposed Revisions

- **Salary Adjustment:** I propose an increase in your salary from [Current Salary] to [Proposed Salary].
- **Work Hours:** Adjustments to your work hours to [Proposed Hours].
- **Benefits:** Introduction of [New Benefits].
- **Job Responsibilities:** Updated job responsibilities to include [New Responsibilities].

These changes are intended to better reflect your contributions and our commitment to supporting your professional growth. I would like to schedule a time to discuss these proposals further. Please let me know your availability.

Thank you for your attention to this matter. I look forward to our continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]