

# Employee Contract Amendment Request

Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an amendment to my current employment contract. The reason for this request is [briefly explain reason for the amendment, e.g., change in job responsibilities, salary adjustments, etc.].

Details of the proposed amendment are as follows:

- Current Position: [Your Current Position]
- Proposed Position: [Your Proposed Position]
- Current Salary: [Your Current Salary]
- Proposed Salary: [Your Proposed Salary]
- Any other relevant details: [Additional Information]

I believe that this amendment will [provide benefits or improvements for the company/role]. I am happy to discuss this in further detail at your earliest convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]