

Employment Agreement Adjustment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of an adjustment to your employment agreement effective [Insert Effective Date]. The details of these adjustments are as follows:

- **Position:** [New Position Title]
- **Salary:** [New Salary or Compensation]
- **Work Hours:** [New Work Hours]
- **Other Adjustments:** [Details of any other adjustments]

Please sign and return this letter by [Insert Return Date] to indicate your acceptance of these adjustments.

We appreciate your contributions to [Company Name] and look forward to your continued success in your adjusted role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Employee's Name] Signature

Date: _____