

Contract Variation Acceptance

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to confirm the acceptance of the variation to your employment terms as discussed and agreed upon. The specifics of the variation are as follows:

- **Position:** [New Position]
- **Salary:** [New Salary]
- **Working Hours:** [New Working Hours]
- **Start Date of New Terms:** [Start Date]

Please sign and return a copy of this letter to indicate your acceptance of these changes.

We appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Employee's Signature]

[Date]