

NAME  
ADDRESS  
ADDRESS  
ADDRESS

DATE

Dear NAME,

This letter is to confirm changes to your terms and conditions of employment as follows:

As of DATE the following will apply:

- Your normal hours of working, as detailed in clause NUMBER of your contract of employment, will be changed to [8:30am – 5pm].

All other terms and conditions of your employment remain unchanged.

Please confirm your agreement to the changes we have discussed by signing the footer of this letter. Please return this signed letter by email to NAME by DATE.

You should keep a copy of this letter with your contract of employment as this represents a change to your terms and conditions of employment.

Yours sincerely

NAME  
POSITION

I ..... confirm that I have been consulted with and agree to the changes in detailed in this letter.

Signed..... Dated.....