

[DATE]

PRIVATE & CONFIDENTIAL

Name
Address
Address

Payrise

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 salary will increase to £[XX,000].

All other terms and conditions of your employment remain unchanged.

Please confirm your agreement by signing the bottom of this letter and sending it back to [NAME].

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]

Signed: Date:

I confirm and agree to the changes to my terms and conditions as detailed above