

Insert Company
Logo

[Insert Date]

<Employee Name>

Physical Address or email address
Address

Dear Name,

Re: Change to working hours

Following our discussions on [date], this letter serves as confirmation of the discussion and the agreed changes to your hours of work effective from <date new hours commence>.

This agreed change to your hours has been agreed upon at your personal request and to ensure that the business needs are met.

Days of work: XXam - XXpm

Total hours per week: XX

Your salary will be adjusted to reflect your amended hours.

It is agreed that your hours of work may be amended with one month's written notice.

Your terms and conditions of employment remain as per your current Employment Agreement dated <date>.

Please indicate your acceptance to this variation of your employment terms by signing in the space below and returning one copy of this letter to myself. The other copy is for your records and information.

<Employee Name>, if you have any questions on the above, please feel free to contact me.

Yours sincerely,

Manager Manager
Title Company

cc: anyone from the organisation that you are sending this letter to



EMPLOYEE'S ACKNOWLEDGEMENT

I, _____, agree to the variation in working hours as outlined above.

.....
(Signed)

.....
(Date)