**Letter confirming changes to an employment contract**

***Add/delete information in brackets as appropriate***

[add date]

**Private and confidential**

[add address]

Dear [add name]

**Re: Change of employment terms**

At our ﻿meeting on [date﻿] **OR** [﻿meeting earlier today]﻿, we discussed in detail the changes to your employment terms that [name of your business] has proposed.

We want to make these changes to your contract because [please describe].

Your existing relationship with [name of your business] is covered by the agreement dated [date] between us.

The proposed changes will alter the terms of that agreement by [describe, by list if needed, the proposed changes].

These changes will result in [e.g. the existing clause xx in the agreement being replaced by a new clause which says: insert the exact wording of the new clause].

The remainder of the original agreement between us will continue in full force and effect, as if these changes had always been part of the original drafting.

﻿[At our ﻿meeting on [date]﻿OR ﻿[meeting earlier today]﻿, we advised you that we have the right to make these changes under the terms of your agreement with us. It is, however, important to us to ensure that you are comfortable with what the changes mean and that we have a chance to discuss them together. We hope that you find the summary of these changes helpful. It is a good idea to keep a copy of them together with your original copy of your employment agreement with us.

If you would like to discuss these proposed changes any further, please let [specify person] know at your earliest opportunity and in any event, by [time] on [deadline date].

The changes will take effect immediately OR after [time] on [deadline date]]

**OR**

At our meeting on [date] **OR** [meeting earlier today] you indicated that you will agree to these changes and that you fully understand what they mean. If you do have any further questions, now that you are in receipt of this letter, please let [specify person] know at your earliest opportunity and in any event, by [time] on [deadline date].

Otherwise, please confirm your consent to these new changes by countersigning a copy of this letter and returning it to [specify person] by [specify means of transmission] on or by [time] on [deadline date] at the latest.

The changes will take effect [immediately after you countersign this letter] **OR** on [date]]

**OR**

[At our meeting on [date] **OR** [meeting earlier today], you indicated that while you understand what the proposed changes mean, you are not currently happy to agree to your employment agreement with us being changed to reflect them **OR** you wish to consider them further.

We would like to invite you to a meeting at [time] on [date] in [location], so that we can take these discussions further. Please let [specify person] know as soon as possible if you are unbale to make this meeting.

Alternatively, if in the meantime, and since our meeting, you have decided that you are now prepared to consent to these changes, please confirm your consent to these changes by countersigning a copy of this letter and returning it to [specify person] by [specify means of transmission] on or by [time] on [deadline date] at the latest.]

Thank you for your continued cooperation in this process.﻿

Yours sincerely

[add name]

[add title]

I, [full name of employee] understand the proposed changes to my contract of employment with [name of business] dated [date] and I agree to them. I understand that these changes will take effect immediately after I have signed this letter

Signed by employee

Date