[COMPANY NAME]

[COMPANY ADDRESS]

[EMPLOYEE NAME]

[DELIVERED BY EMAIL] **OR** [EMPLOYEE ADDRESS]

[DATE]

Dear [EMPLOYEE NAME],

**Proposed temporary changes to your contract of employment**

Following our recent discussions on [DATE] regarding your [INSERT TERM AND CONDITION], a temporary change to your terms and conditions has been agreed.

The changes are as follows:

**Date effective**: [START DATE]

**Changes**: [OUTLINE CHANGES]

**Duration:** These changes will be effective until the [DATE]. [At the end of this period, the change will be reviewed and may be confirmed as permanent, extended or reverted to your previous conditions].

**Review date:** [REVIEW DATE]

This is a temporary variation to your contract of employment. All other terms and conditions of employment remain unchanged, and your service is continuous.

[To confirm your acceptance please sign a copy of this letter and return to [NAME] by [DATE].] **OR** [We have sent you this letter electronically and would ask you to add your signature electronically via [DocuSign, HelloSign etc.].]

In the meantime, should you have any further queries, please do not hesitate to ask.

Yours sincerely,

[NAME]

[JOB TITLE]

For and on behalf of [COMPANY NAME]

I understand and accept the above terms and conditions as a permanent variation to contract.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_