

Variation of employment contract: letter to employee

The following letters are enclosed:

1. Letter changing work location
2. Letter changing work status
3. Letter increasing pay
4. Letter changing small tasks and responsibilities
5. Letter increasing annual leave

Guidance notes:

1. This is a set of five formal and effective letters to your employees. Each varies a different term of an employment contract. For example, your business may need to relocate, or there may
2. The letters cover the most common reasons for variations, but of course they can be amended to suit
3. Use these letters to allow smooth and swift changes for your employees. Circumstances change. Your business must be flexible - use these letters to allow smooth and swift changes for your employees. For example, your business may need to relocate, or there may be changes in the law requiring you to increase an employee's wage. Any changes to an employee's terms and conditions must be recorded. This document includes five

End of notes

1. Letter changing work location

[Print on Company Letterhead]

[Employees address]

[Date]

Dear [Employee name],

Re: Your contract of employment - change to [your place of work]

We write to inform you that on [date] we will be moving to our
[].

Since our discussion on [date] about our move, you have not come back to me with any [further] problems. I therefore take it that you

Please accept this letter as formal notice of the change to your place of work in accordance with paragraph [enter the number of the mobility paragraph in the
]

You should keep this letter safe, as it amends paragraph [enter number of the paragraph referring to 'place of work' in
]

The remainder of your employment contract has not

Yours sincerely,

[Name]

For and on behalf of [Company name]

2. Letter changing work status

[Print on Company Letterhead]

[Employees address]

[Date]

Dear [Employee name],

Re: Your contract of employment - change to [your status]

We write to inform you that on [date] your status at [Company name]

[/
].

Since our discussion in relation to the change on [date], you have not given me any [further] reason for unhappiness. I therefore presume you have

Please accept this letter as formal notice of the change to your employment status in accordance with paragraph [enter

]

You should keep this letter safe, as it amends paragraph [enter number of the paragraph referring to 'status]

We look forward to seeing

Yours sincerely,

[Name]

For and on behalf of [Company name]

3. Letter increasing pay

[Print on Company Letterhead]

[Employees address]

[Date]

Dear [Employee name],

Re: Your pay increase

I am very pleased to confirm from [date] your salary will increase as a result [of
/ /
].

Please accept this letter as notice of the change to your employment status in
accordance with paragraph [enter
].

You should keep this letter safe, as it amends paragraph [enter number
'status
].

The remainder of your employment .

We look forward to seeing [].

Yours sincerely,

[Name]

For and on behalf of [Company name]

4. Letter varying small tasks and responsibilities

[Print on Company Letterhead]

[Employees address]

[Date]

Dear [Employee name],

Re: Change to your responsibilities

We write to inform you that on []
[] /
/].

Since our discussion in relation to the change on [],
[] .
.

Either

To confirm, in addition []
], [].

OR

To confirm, instead of []
[].

Please accept this letter as notice of the change
[]

You should keep this letter safe, as it []
'status]

We look []

Yours sincerely,

[Name]

For and on behalf of [Company name]

5. Letter increasing annual leave

[Print on Company Letterhead]

[Employees address]

[Date]

Dear [Employee name],

Re: Increase in your annual leave

We write to inform you that on [date]

[14] [15]
[/ /].

Please accept this letter as notice of the change

[]

You should keep this letter safe, as it []
'status]

We look forward [/]
].

Yours sincerely,

[Name]

For and on behalf of [Company name]