**Private and Confidential**

INSERT NAME

INSERT ADDRESS

Date: DATE

Dear INSERT NAME,

**AMENDMENT TO TERMS AND CONDITIONS OF EMPLOYMENT**

I refer to your contract of employment with Insert Company.

Following our recent discussion about a change of terms and conditions of employment and your agreement to the changes discussed, I can now confirm the agreed changes in writing.

This written statement meets the requirements of section 1 of the Employment Rights Act 1996. It supersedes any earlier written or oral arrangement between you and Insert Company Name in the undernoted areas.

**HEADING**

INSERT DETAILS

These amendments come into effect from <Insert Date>.   
  
All other terms and conditions remain unchanged.  
   
  
Yours sincerely   
  
  
   
  
**INSERT NAME**

**INSERT ROLE**

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I agree to the above changes to my terms and conditions.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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