

[Coverhead]

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<Employee's Name>>

Following a recent review of procedures, your contract has been updated in line with current legislation.

Please find enclosed two copies of the Contract of Employment, which should be read in conjunction with the Employee Handbook. One copy of the contract should be returned to <<Insert Name OR Job Title e.g. the HR Manager>>; the other should be retained for your own reference.

If you have any concerns or queries, please contact <<Insert Name OR Job Title e.g. the HR Manager>>

Yours sincerely

<<Name>>  
<<Title>>

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