

[Print on front of letter or insert Address]

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

<<Date>>

Dear << >>

We hereby confirm that the terms and conditions of your contract have been amended as follows:

Effective Date: << >>

Basic Salary: << >>

Bonus/Commission: << >>

Holiday Entitlement: << >>

Hours of Work: << >>

Location of Work: << >>

Responsibilities and Duties: << >>

Please acknowledge these amendments by returning to us one of the enclosed copies.

Should you require further information please contact us.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

Signed in acknowledgement of receipt of amendments to my terms and conditions of employment as required by the Employment Rights Act 1996 Section 1 and my agreement to said amendments. <<

>> <<Date>>