Change in role Template

Name

Address

Date

Dear (Name)

Further to our recent discussion, I am pleased to confirm the following:

*(New)* Role Title:

Remuneration:

Reporting to:

Effective date:

*(OR any other changes i.e. location, Direct Reports. Note: if the changes are significant/extensive a new Employment Agreement may need to be issued)*

In terms of your Employment Agreement OR Employment Contract dated / / , all existing terms and conditions will continue to apply, except for the above changes.

(*Note: Review old Employment Agreement to check if there are any other T & C’s that you are changing/needing or wanting to change that can be changed and should be included- if so, a new Employment Agreement may be required)*

Please confirm your understanding & acceptance of the above by signing at the end of this letter and returning a copy to me by / / .

Yours

Name

Title

Enc: Job Description Document

I understand and agree to the above changes.

Name:

Signature:

Date: