Contract Variation Letter

Address line 1

Line 2

Line 3

Line 4

Line 5

13 October 2025

Dear ,

**Re: Contract Variation**

I hope you are well. Further to correspondence with NAME, I write to confirm the following changes to your contract of employment. The changes proposed will take effect from DATE:

Post: INSERT

Hours of Work: HOURS per week

FTE: INSERT

Salary: £XXXXXX per annum (£XXXX full time equivalent).

Working Pattern: INSERT

Line Manager: INSERT

Annual Leave: INSERT days of annual leave (INSERT HOURS).

Your annual leave entitlement for \*2024 will be INSERT days of annual leave (INSERT HOURS).

All other terms and conditions of your existing contract will remain the same.

Please could you sign and return a copy of this letter to INSERT indicating your acceptance of the amendment(s) to your contract.

Yours sincerely,

[NAME]

[ROLE]

I accept the above changes with effect from DATE

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_