

# Change of Employment Terms Agreement

written by Rory L | December 20, 2022



**Dear [name of employee]**

## **Change of employment terms**

At our meeting [or however you first initiated a change in job function], we discussed in detail the changes to your employment terms that [name of your business] has proposed.

We want to make these changes to your employment contract because [describe... ex: change in business operations, downsizing, restructuring...]

Your existing relationship with [Business Name] is covered by the agreement dated [insert date employee contract is valid to] between you and [Business Name].

The proposed changes will alter the terms of that agreement by [describe the proposed changes, use a list if needed].

These changes will result in [indicate any contractual changes, ex: the existing clause XX in the agreement will be replaced by a new clause which says: <insert wording of new clause>].

The remainder of the original agreement will remain as is and will continue in full force and effect.

Employee Name: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date:

Manger/HR Name: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date:

TERMINATION:

