

Change of Employment Terms Agreement



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: