Dear [employee name],

**Re: Variation to terms and conditions of your Individual Employment Agreement**

I refer to the earlier discussion of [date] between you and [person].

As a result of that discussion the following change[s] to your Individual Employment Agreement have been agreed.

*Existing clause from Individual Employment Agreement dated [date of existing agreement]*

[relevant clause from existing individual employment agreement]

*Newly agreed clause*

[new clause for individual employment agreement as agreed]

The agreed change detailed above will take effect from [date] and remain in effect [option one: permanently.] [option two: until [date] when the individual employment agreement will revert back to the existing clause from the temporary clause.]

[Repeat the above section if more than one change is agreed]

If you have any queries regarding this variation please contact [contact person] at [contact details].

Otherwise, please add your signature below and return to [person] at [address/email] as confirmation of your understanding and agreement to this variation to your Individual Employment Agreement. You can use an electronic signature or reply electronically with your agreement if you don’t have an electronic signature.

Yours sincerely,

[signature and name of employer]

………………………………………………………………………………………………………………………………………………………..

**Employee Acknowledgement**

Name:………………………………

Signature:.............................................................. Date:..........................

In signing this acknowledgement, I confirm that I have read and fully understood the variation to my individual employment agreement as detailed in this letter and declare that it accurately reflects the variation agreed.