

# CHANGE OF EMPLOYMENT CONTRACT LETTER

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

## Employee Information:

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employee Address: \_\_\_\_\_

## Contract Change Details:

This letter confirms the agreed changes to your employment contract with the employer named above. Please review the details below

### 1. Parties

This Change of Employment Contract Letter (the "Letter") is made between the Employer and the Employee identified above and forms part of the terms of your employment contract.

### 2. Existing Contract

Your existing employment contract, dated as agreed between you and the Employer, shall be amended as set out in this Letter. All other terms and conditions of your contract remain unchanged and in full force and effect.

### 3. Effective Date

The changes set out in this Letter shall take effect on the agreed date mutually confirmed by both parties.

### 4. Changes to Job Title and Duties

Your job title will change to the new title specified herein. Your duties and responsibilities will be amended accordingly and you are expected to perform such duties as directed by the Employer, consistent with the new role.

### 5. Changes to Salary and Benefits

Your salary will be adjusted to the new amount set out below, payable monthly in arrears, subject to applicable deductions. Any changes to benefits, bonuses, or pension arrangements are also specified below.

### 6. Working Hours and Location

Your working hours and/or location may be amended as detailed in this Letter. Any changes will comply with applicable UK employment laws and your working time rights.

### 7. Other Terms and Conditions

Except as expressly amended by this Letter, all other terms and conditions of your original employment contract remain unchanged.

### 8. Right to Seek Advice

You are encouraged to seek independent advice regarding the terms of this Letter prior to acceptance.

### 9. Acceptance

Please sign and return a copy of this Letter to confirm your acceptance of the changes set out herein. Your continued employment following receipt of this Letter shall also constitute acceptance.

**10. Governing Law**

This Letter and any dispute arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales.

**Details of Change:**

New Job Title: \_\_\_\_\_  
New Salary (GBP): \_\_\_\_\_ per annum  
New Working Hours: \_\_\_\_\_  
New Location: \_\_\_\_\_

**Signatures:**

**Employer's Signature**

**Employee's Signature**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

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