

Change letter

<EMPLOYEE NAME>
<EMPLOYEE ADDRESS>

<DATE>

Subject: Change letter

Dear <EMPLOYEE NAME>,

I am writing you to confirm the changes to your terms and conditions with <COMPANY NAME> effective from <DATE>.

- New title:
- New line manager:
- New salary:
- New level:
- New department:
- New bonus:
- New car allowance:
- New working hours:
- New working pattern:

Please do not hesitate to contact us if you have any questions.

Yours sincerely,

<HR NAME
HR TITLE>

<MANAGER NAME
MANAGER TITLE>

<EMPLOYEE NAME>