Change letter

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<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 <MANAGER NAME

HR TITLE> MANAGER TITLE>

<EMPLOYEE NAME>