***Example Organisation*** *Example Location*

*Example Address*

*Date Effective From: 01/08/2025*

***Private & Confidential***

*Mr Peter Pastel*

*Example Street Address*

*Example Postcode*

Dear Mr Peter Pastel,

We are writing to formally confirm the agreed change to your contractual working hours, effective from **[DATE].**

* **New Contractual Hours:** [CONTRACT\_HOURS].
* **Working Pattern Reference:** [WORKING\_PATTERN\_REFERENCE].

Your updated working pattern is outlined below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| [MONDAY] | 10:00 | 10:00 | 10:00 | 00:00 | 00:00 | 00:00 |

This change has been approved by your line manager and will be reflected in your payroll and employment records. Where relevant, we will update your annual leave entitlement and pension contributions to match your new working hours.

**Please review the details above and sign below to confirm your understanding and acceptance of the updated working hours.**

*eSignature Form issued by Schools’ Choice on behalf of [School Name], 2025.*

*Company Name: <<company\_name>>*   
 *Location: <<location>>*   
 *Unit Local Area: <<reporting\_unit\_local\_area>>*

*Date of Notice: <<date>>*

*Private & Confidential*

*<<title>> <<first\_forename>> <<surname>>*

*House Name: <<house\_name>>*

*Post Code: <<postcode>>*

*Number / Street: <<number/street>>*

Dear <<title>> <<surname>>,

We are writing to confirm the agreed change to your contractual working hours, effective from <<date>>.

Your new contractual hours are: **<<contractual\_hours>> .**

Your new working pattern is the following (pattern reference: <<working\_pattern\_name>>).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| <<working\_pattern/monday>> | <<working\_pattern/tuesday>> | <<working\_pattern/wednesday>> | <<working\_pattern/thursday>> | <<working\_pattern/friday>> | <<working\_pattern/saturday>> | <<working\_pattern/sunday>> |

This change has been approved by your line manager and will be reflected in your payroll and employment record. If applicable, your annual leave entitlement and pension contributions will be adjusted accordingly.

**Please review the details above and sign below to confirm your understanding and acceptance of the change.**