<Name>

<Address>

<Date>

Dear <Name>

Following your request to reduce/increase your hours, I am pleased to confirm your in/decrease in working hours to XX hours per week with effect from <DATE>. Your normal working hours will be <HOURS> hours per day on <DAY>, <DAY> and <DAY>. Your salary has been amended to <SALARY> to reflect this change in hours.

Your annual leave entitlement has been calculated as <NUMBER> days for the leave year January – December 20XX in addition to bank holiday entitlement (optional).

Please sign one copy of this letter and return to me as soon as possible. All other Terms and Conditions of employment remain unchanged.

Please do not hesitate to contact me should you have any queries.

Yours sincerely,

<Name>

<Job Title>

I, <NAME>, hereby accept this amendment to my Terms and Conditions of Employment.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_