|  |
| --- |
| *WARNING:*   1. Use of this letter in any way is subject to the terms and conditions of the copyright owner, which can be found here: <http://aclc.org.nz/terms-and-conditions/> 2. The copyright owner has permitted use of this letter for the purpose of helping people to resolve their own legal issues. 3. Providing this letter and permitting its use does not amount to legal advice and is not an adequate substitute for legal advice. 4. The copyright owner has taken reasonable efforts to ensure this letter is legally accurate and up-to-date. However, the copyright owner takes no responsibility for errors, omissions, or consequences for the manner in which the letter is used. 5. We strongly recommend that you obtain independent legal advice before using this letter.   *USING THIS LETTER:*   1. Fill in the areas that are marked with square brackets - [LIKE THIS]. 2. Print and Sign. 3. Make a copy then post the letter. 4. Do NOT send this instruction page.   *WHEN TO USE THIS LETTER:*  Use this letter to ask for a change to the terms of your employment contract.  NOTE: There is a separate letter to ask for a change to your hours of work. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST TO CHANGE TERMS OF EMPLOYMENT CONTRACT**

I am writing to request a change to the terms of my employment contract.

The terms that I would like to change are the following:

[INSERT THE CURRENT TERMS OF YOUR EMPLOYMENT CONTRACT THAT YOU WOULD LIKE TO CHANGE]

I would like to make the following changes:

[INSERT A DESCRIPTION OF THE CHANGE YOU WOULD LIKE TO MAKE TO YOUR EMPLOYMENT TERMS]

The reason I am asking to change my employment contract is:

[EXPLAIN WHY YOU WANT YOUR CONTRACT CHANGED]

Please contact me to discuss the possibility of making these changes.

I look forward to hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]