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*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]