Date

**Company Name**

ABN 00000000000

ADDRESS

SUBURB, STATE, POSTCODE

Phone: 1300 123 456

**Private & Confidential**

Employee Name

Address

Suburb, state, postcode

Dear “employee name”,

Letter of Variation

This letter outlines variations to your contract with “company name”.

We are pleased to advise that your employment conditions have been amended as below:

|  |  |
| --- | --- |
| Contract change: (i.e. new position) |  |
| Contract change: (i.e. new supervisor) |  |
| Effective from: |  |

All other terms and conditions of your employment remain unchanged and are as detailed in your substantive employment contract and any subsequent variations. Please acknowledge receipt of this agreement by signing the below.

If you have any questions, please do not hesitate to contact “company name”.

Yours sincerely,

**Name  
Position  
Company Name**

I, employee name, have read and understood this letter and accept the above-mentioned variations made to my contract of employment with company name.

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

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_