

Form – Employment Contract Amendment

DATE

NAME
ADDRESS
ADDRESS

Dear NAME,

RE: Amendment To Employment Contract

Further to our discussion please find detailed below, amendments to your working conditions with Headway Gippsland Inc.

Details of these amendments are as follows, conditional on your written agreement;

1. This amendment (the “Amendment”) is made by _____ and _____, parties to the employment contract dated _____.
2. The Employment Contract is amended as follows:

3. Except as outlined in this Amendment, the employment contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

All other conditions of your employment remain unchanged as determined by your Employment Contract.

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If you accept the terms and conditions of this variation to employment, please sign and return one copy of this letter no later than **<<insert date>>**.

Yours sincerely

X

Debbie Lee
Operations Manager

Incumbent Statement

I have read and understood the above contract amendment and agree to all conditions contained herein

Name	
Signature	
Date	