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PERSON\_NUMBER

LETTER\_DATE

# **Private & Confidential**

TITLE FIRST\_NAME LAST\_NAME

ADDRESS\_LINE\_1

ADDRESS\_LINE\_2

TOWN\_OR\_CITY

POSTAL\_CODE

GEOGRAPHY\_NAME

Dear TITLE LAST\_NAME,

**TEMPORARY - CHANGE IN HOURS**

On the recommendation of ORGANIZATION\_NAME, I wish to confirm that your hours of appointment as POSITION\_NAME have temporarily changed to SCH\_HOURS, WORKING\_WEEKS, with effect from C\_PAF\_START until C\_PAF\_END. At the end of this period you will revert to your substantive hours and your salary will be adjusted accordingly. Your revised salary will be £BASIC\_SAL, pro rata = £FTE\_SALARY, per annum.

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In every other respect your terms and conditions of service remain the same as in the Statement of Particulars of Employment previously issued to you.

If you notice that you have received payment that you are not entitled to, you must immediately notify your Schools HR Services contact in writing. Knowingly accepting payment you are not entitled to is a disciplinary offence which may result in action being taken against you.

Yours sincerely,

HR\_OFFICER

**LETTER\_FOOTER1**

LETTER\_FOOTER2

LETTER\_FOOTER\_COPY\_TO