

Date

Variation to Contract – Job title

Dear XXX,

Further to our meeting on **[date of meeting/discussion]**, in relation to the **[detail change and reason]**. I now write to confirm that through mutual agreement this change will be in effect from **[effective date]**. This means your new hours of work will be:

Monday
Tuesday
Wednesday
Thursday
Friday

This is a permanent change and all other terms and conditions of employment remain the same.

Yours sincerely

Headteacher