

Date

Variation to Contract

Dear XXX,

Further to our meeting on **[date of meeting/discussion]**, in relation to the change in working pattern to meet the needs of the school. I now write to confirm that through mutual agreement from **[effective date]** your new working pattern will be:

[working pattern terms]

Your contract remains unchanged and should the needs of the school change in the future, I may need to review the allocation of your working pattern.

Yours sincerely

Headteacher