

Date

**Variation to Contract – Job Title**

Dear xxxx,

Further to the consultation with unions and staff, in relation to the change **[Detail change and reason]**. I now write to confirm that the consultation has concluded and that the **[Change and 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