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|  |

<DATE>

<REF: PAYROLL NUMBER>

**Private & Confidential**

<EMPLOYEE NAME>

<EMPLOYEE ADDRESS>

Dear <EMPLOYEE NAME> ,

# **CHANGE IN** **HOURS**

I wish to confirm that your hours of appointment as <CONTRACTUAL JOB TITLE> have changed to <WEEKLY WORKING HOURS>, per week, with effect from <DATE>. Your revised salary will be £<FTE SALARY>, pro rata = £<PRO RATA SALARY>, per annum.

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 <SCHOOL NAME> 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

<HEAD TEACHER>

<SCHOOL NAME>

<SCHOOL ADDRESS>

<SCHOOL TEL NUMBER>