

<REF: «PER\_NO»

«DATE»

**Private and Confidential**

«TITLE» «FIRST\_NAME» «SURNAME»

«ADDRESS1»

«ADDRESS2»

«ADDRESS3»

«ADDRESS4»

«POSTCODE»

Dear «TITLE» «SURNAME»

# EXTENSION TO TEMPORARY CHANGE IN HOURS

I wish to confirm that your temporary change in hours of appointment as «CONTRACTUAL POST\_TITLE» to <WEEKLY WORKING HOURS> has been extended to «HOURS\_END DATE». At the end of this period you will revert to your substantive hours and your salary will be adjusted accordingly.

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>. 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>