

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Amendment to Employment Contract - Voluntary Reduction in Working Hours and Salary Adjustment

Dear [Employee Name],

This letter serves as a formal amendment to your employment contract dated [Original Contract Date]. Following your voluntary request and our subsequent discussions, we are pleased to confirm the agreed changes to your working hours and compensation.

1. Working Hours:

Effective from [Effective Date], your weekly working hours will be reduced from [Old Hours] hours to [New Hours] hours per week. Your new working schedule will be: [Insert Schedule, e.g., Monday to Wednesday, 9:00 AM to 5:00 PM].

2. Salary Adjustment:

Commensurate with the reduction in hours, your gross annual salary will be adjusted from \$[Old Salary] to \$[New Salary]. This salary will be paid in accordance with the company's standard payroll cycle.

3. Benefits and Entitlements:

Please note that any pro-rata benefits, such as annual leave accrual, will be adjusted based on your new working hours effective from [Effective Date]. All other terms and conditions of your original employment contract remain unchanged and in full force.

Please indicate your acceptance of these changes by signing and returning the enclosed duplicate copy of this letter by [Deadline Date].

Yours sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Employee Acceptance:

I, [Employee Name], accept the amendments to my employment contract as outlined above.

Signature: _____

Date: _____