

ADDENDUM TO OFFER LETTER

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert ID Number]

This document serves as an addendum to your original offer letter dated [Insert Original Offer Date]. All other terms and conditions of your employment remain unchanged, except for the modifications to your work schedule outlined below.

Effective Date of Change: [Insert Start Date of New Schedule]

Revised Work Schedule:

- **Monday:** [Insert Hours, e.g., 8:00 AM - 5:00 PM]
- **Tuesday:** [Insert Hours]
- **Wednesday:** [Insert Hours]
- **Thursday:** [Insert Hours]
- **Friday:** [Insert Hours]
- **Saturday:** [Insert Hours/Off]
- **Sunday:** [Insert Hours/Off]

Total Weekly Hours: [Insert Total Hours]

Location: [Insert Work Location, e.g., On-site / Remote / Hybrid]

Additional Comments: [Insert any notes regarding break times or specific shift requirements]

By signing below, you acknowledge and agree to the modified work schedule as described in this addendum.

Company Representative Signature

Date

Employee Signature

Date