

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Addendum to Employment Contract

Dear [Employee Name],

This letter serves as a formal addendum to your Employment Contract dated [Original Contract Date] between [Company Name] and [Employee Name].

The purpose of this addendum is to modify the following terms and conditions of your employment:

1. Amendment to [Section Name/Clause Number]:

[Describe the specific change, e.g., "Effective [Date], your annual base salary will be increased to \$[Amount]."]

2. Amendment to [Section Name/Clause Number]:

[Describe any additional changes, such as new job title, revised duties, or change in working hours.]

All other terms and conditions of your original Employment Contract not modified by this addendum shall remain in full force and effect.

Please indicate your acceptance of these changes by signing and returning a copy of this letter by [Due Date].

Sincerely,

[Employer Signature]

[Printed Name of Employer Representative]

[Title]

Employee Acceptance:

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

Signature: _____ Date: _____