**Agreement Variation Template**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Re: Proposed Variation to your Individual Employment Agreement**

We are proposing the following change to your Individual Employment Agreement:

* *a pay increase of $\_\_\_\_\_ per hour****.*** *This will move your current hourly rate from* ***$\_\_\_\_\_ per hour to $ \_\_\_\_\_\_ per hour.***
* *all other terms and conditions of your employment agreement shall remain the same.*

Please note that you are entitled to seek independent advice about this variation before signing-off.

**If you agree with this proposed variation as contained within this letter, please sign the duplicate copy of this letter and return it to me asap to evidence your acceptance**. A copy will be filed on your personnel file.

Your pay increase will not be actioned until a signed copy of this letter has been returned as per the above instructions.

If you disagree with or do not understand or wish to clarify anything in this letter, please talk to me about it asap.

Yours sincerely

Signed by employer:

(Print Name) (Signature) (Date)