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| logo_NHSGG&C_ 2_colour | Address line 1  Address line 2  Address line 3  Address line 4  Postcode |
| **PRIVATE AND CONFIDENTIAL** | **Date**:  **Ref**:  **Telephone**: 0141 201  **Email**: @ggc.scot.nhs.uk |

Dear **<<Name>>**,

**CONTRACT VARIATION**

Following our meeting/discussion **(delete as appropriate)** on **<<date>>** I write to confirm the following variation to your contract of employment, effective from **<<date>>.**

* **Detail Variation, e.g. change of hours from X to X, change of base**

**[This change is made on a temporary basis for a period of X months/year(s) and will be reviewed at an appropriate point as agreed between the parties]. OR**

**[This change represents a permanent change to your contract of employment.] (delete as appropriate)**

**All other terms and conditions will remain unchanged.**

This letter meets the requirements of the Employment Rights Act 1996. Should you accept the foregoing variation, the terms and conditions of your employment shall be those contained in your original Contract of Employment subject to this variation.

Please confirm your acceptance of this variation by dating and signing one copy and retaining the other for your own information. Please return your signed copy to the address above within two weeks. If you fail to return a signed copy within the timeframe detailed, it will be assumed that this variation to your contract has been accepted by you. A copy of this letter will be retained within your personnel file.

Please do not hesitate to contact me if you require any further information.

Yours sincerely

**<<Manager Name>>**

**<<Manager Job Title>>**

**PLEASE DO NOT DETACH**

I hereby accept the foregoing variation offered on the terms and subject to the conditions referred to in it. I also confirm that I have read and understood all parts of the letter.

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| **Signature** |  | **Date** |  |