[insert COMPANY LETTERHEAD]

***Private and Confidential***

**VARIATION OF CONTRACT OF EMPLOYMENT**

THIS AGREEMENT is made on [insert date]

BETWEEN

[INSERT COMPANY NAME] (ABN: [insert ABN]) (**Company**)

AND

[INSERT EMPLOYEE NAME] (**Employee)**

**BACKGROUND**

1. The Employee entered into a contract of employment with the Company commencing [insert date] (**Contract**).
2. The parties have agreed to vary the Contract as set out in this Agreement.

**OPERATIVE PART**

### EFFECTIVE DATE OF VARITAION

The variation is effective from [insert date] to [insert date – delete if not applicable].

### REMUNERATION [example – amend/delete as necessary]

This clause 2, varies clause [x] of the Contract by reducing the Employee’s salary to $[insert salary] per annum/week/hour [amend as necessary] for the period of the effective date of this variation.

### HOURS OF WORK [example – amend/delete as necessary]

This clause 3, varies clause [x] of the Contract by reducing the Employee’s normal hours work to [insert number of hours] per week for the period of the effective date of this variation.

In all other respects, the conditions of the Employee’s employment contract remain the same.

|  |  |  |
| --- | --- | --- |
| **FOR THE EMPLOYER**  **Executed and signed** byand on behalf of the [insert COMPANY NAME] ABN: [insert ABN] | ) ) | DATE:  ……………………………………………….. Signature  [insert name]  [insert position] |
| …………………………………………… Signature of Witness |  |  |
| ……………………………………………… Name of Witness (in full) |  |  |

|  |  |  |
| --- | --- | --- |
| **Executed and signed** by [insert employee name] in the presence of: | ) ) | DATE:  ……………………………………………….. Signature |
| ……………………………………………… Signature of Witness |  |  |
| ……………………………………………… Name of Witness (in full) |  |  |