

EMPLOYMENT VARIATION LETTER

Employer Name: _____ Employee Name: _____

Position Title: _____

Employment Type: _____

Location: _____

1. Variation to Employment Agreement

This letter serves as a formal variation to the existing employment agreement between the Employer and the Employee. The parties agree to vary the terms and conditions of employment as set out below. Except as varied by this letter, all other terms of the original employment agreement remain unchanged and in full force and effect.

2. Details of Variation

The following changes will apply to the Employee's employment from the effective date of this Variation Letter:

Term	Previous	New
Position Title		
Employment Status		
Hours of Work		
Salary / Wage		
Reporting Line		
Other:		

3. Effective Date

The variations set out in this letter take effect from the date agreed by the Employer and Employee, which will be recorded in writing by the parties. Any work performed by the Employee in accordance with the varied terms shall constitute acceptance of those terms.

4. Acknowledgement

By signing below, the Employee acknowledges receipt of this Variation Letter and agrees to the changes to the employment terms as set out above. The Employee confirms they have had the opportunity to seek independent advice prior to acceptance.

5. Governing Law

This Variation Letter is governed by and construed in accordance with the laws of the Commonwealth of Australia. Any disputes arising from or in connection with this Variation Letter shall be subject to the exclusive jurisdiction of the courts of the relevant Australian state or territory.

EMPLOYER SIGNATURE

EMPLOYEE SIGNATURE

Signature: _____

Signature: _____

Name: _____

Name: _____

Position: _____

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