

Contract variation letter

Records an agreed change to someone's employment terms — hours, position, pay, location or employment type. Variations generally need the employee's agreement, which is why this is a letter they sign rather than a notice you issue.

Before you send this

- Most changes to employment terms require agreement, not notification. Get it in writing.
- Check the change still meets the award minimum for the classification — particularly when reducing hours or changing type.
- A change from full-time or part-time to casual is a significant change and needs care; casual conversion rules run the other way.
- State what is changing, what is staying the same, and the date the change takes effect.
- Keep the signed copy on the employee file for seven years.

Letter template

EMPLOYEE NAME

DATE

We are writing to confirm the following agreed change to your terms of employment.

CURRENT POSITION AND TERMS BEING VARIED

What is changing

NEW POSITION TITLE (IF CHANGING)

NEW ORDINARY HOURS OR PATTERN OF WORK (IF CHANGING)

NEW RATE OF PAY OR SALARY (IF CHANGING)

NEW LOCATION (IF CHANGING)

DATE THE CHANGE TAKES EFFECT

All other terms and conditions of your employment remain unchanged.

Your agreement

By signing below you confirm that you agree to the variation described above.

EMPLOYEE SIGNATURE

EMPLOYEE NAME AND DATE

Signature

SIGNED

NAME AND POSITION

DATE

This template is general information for Australian employers, not legal advice. Employment obligations depend on the applicable modern award or agreement, the employment contract and the circumstances. Confirm anything you are unsure of with Fair Work or a workplace relations adviser.