Logo, company name

Description automatically generatedThis letter is provided as a template and will need to be amended to suit the circumstances of each individual case. Advice should be sought from your EPM HR Adviser.

\*Please delete this box on adoption

[On headed notepaper]

[Address]

[Date]

Dear [Name],

Amendments to your work arrangements

I am writing further to our discussion on [date] regarding [your request for a change to your working arrangements OR a need for the [school/academy] to amend your current working arrangements. This letter is to confirm a variation to your current terms and conditions.

[You/We] have requested a change to your working arrangements due to [enter reason]. I am therefore writing to confirm that, with effect from [date], your hours of work will be [state days and hours of work], with you continuing to work [X] hours per week, [X] weeks per year (excluding annual leave).

[And/Or]

You will work [X] hours out of your total working week at home, instead of at [details of place of work]. These hours will be [state days and working hours during which the employee will work at home]. The remainder of your contracted hours will be working on the [school/academy] site.

This is a permanent change to your terms and conditions [or] This is a temporary change to your working arrangements, which will end on [date]. From [date] you will revert to your previous working pattern of [enter details], unless notified otherwise in writing.

All other conditions of your employment remain unchanged and are as detailed in the statement of particulars previously issued to you and any subsequent correspondence.

Please sign where indicated the second copy of this letter and return it to [me/name] to confirm that you agree with the changes detailed above.

We are confident that the new working arrangement that has been agreed for you will be of benefit to both parties. However, if you have any queries or concerns, please do not hesitate to contact [me/name].

Kind regards,

[Signature]

[Name]

[Job Title]

I agree with the variation to my contract of employment to change my working arrangement, as set out in this letter.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | | |
| Print Name |  | **Date** |  |