Date

***Strictly private and confidential***

Employee Name

Employee Address

Employee Address

Dear Employee Name**,**

**Confirmation of your terms of employment**

The purpose of this letter is to confirm the agreed variations to the terms of your employment with EMPLOYER (**Club**).

Per our discussion, effective DATE the terms and conditions of your employment with the Club will be varied as follows:

***#DELETE AND/OR AMEND AS APPROPRIATE***

|  |  |
| --- | --- |
| ***Hours of Work*** | INSERT |
| ***Position*** | INSERT TITLE  Pursuant to which you will perform the duties as set out in the ***attached*** position description |
| ***Classification*** | [insert level] under the *Registered and Licensed Clubs Award 2010 (*noting that the Award is not incorporated into your written contract) |
| ***Remuneration*** | INSERT DETAILS |

The remaining terms and conditions of your employment, as set out in your written contract/letter of offer dated DATE shall otherwise continue to apply.

Yours sincerely,

**#MANAGERFIRSTNAME #MANAGERLASTNAME**

**#MANAGERTITLE**

***I acknowledge having received and read this letter and accept the terms and conditions of leave agreement set out herein.***

....................................................................... Date: ........./........./.........

Employee Signature

.......................................................................

Employee Name [PRINT]