[Date]

[Employee First Name[ [Employee Last Name] [Employee's street address]

[Suburb] [State] [Postcode]

Dear [Employee First Name],

Further to recent discussions, I write to conﬁrm that we have agreed to the following temporary changes to your terms and conditions of your role:

You have agreed to temporarily vary your hours of employment (together with a pro rata reduction in pay) as follows [Insert Details]

You have agreed to temporarily reduce your salary or wages from [Insert old amount] to [Insert new amount]

You have agreed to take a period of unpaid leave commencing [Start Date] and ending on [End date] or until further notice

The amendments will be eﬀective from [Eﬀective Date] and will operate until further notice.

I will inform you as soon as I have more information about how long these temporary arrangements will be in place.

To conﬁrm that you accept these temporary changes to your terms and conditions please sign on the line below and return it to me. Please also keep one copy of this letter for your records.

Please contact me if you have any questions. Yours Sincerely,

[Employer First Name] [Employer Last Name] [Title]

[Company Name]

I have read and understood the contents of this letter and agree to the temporary change in my terms and conditions of employment as set out above.

[Employee First Name] [Employee Last Name]