Insert Date

Employee Name

Employee Address

Dear Employee Name,

**Re: Changed Circumstances**

Following your request dated **(Insert Date)** and discussions between yourself and the undersigned, it has been mutually agreed that your employment classification and position will change from Casual Assistant to Part Time Assistant. This arrangement becomes effective from **(Inset Date Here)** and will terminate on the 31st of August 2020**.**

Please find attached a new contract of employment which sets out your entitlements and obligations in your new position.

As agreed, you have been paid out your accrued annual leave with your final pay as a part time employee. You will continue to accrue Long Service Leave in accordance with the *Industrial Relations Act 2016.*

Yours faithfully,

(Insert Name Here)

Manager/president