# Contract Variation

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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**[Insert date]**

PRIVATE AND CONFIDENTIAL

[Name]

[Street address]

[Suburb] [State] [Postcode]

Dear [Name]

**Re: Confirmation of variation to position held and new position with [insert company name]**

Further to your discussion with **[Manager Name]**, I am pleased to confirm the offer made by **[insert company name]** pursuant to **Clause [x, refer to the clause in the original employment agreement that allows variation] 'Variation'**, of your Employment Agreement, to vary your employment to the position of **[insert new position title]**.

Details of the appointment are set out below:

1. Commencement date in the role of **[insert new position title]** is **[insert date]**.
2. You will report to **[insert title of new manager].**
3. Where your Employment Agreement reads **[“Old Position Title”]**, read **[“New Position Title”]**.
4. **[Delete if no change to remuneration]** Your total remuneration package will **be [insert $]** per annum. This package is inclusive of superannuation and any other benefits that **[insert company name]** may provide.
5. **[Delete if no change to work location]** Your new location of employment is the **[insert new location]** office at **[insert address].**
6. A position description relevant to your new position is attached. Please familiarise yourself with this document to ensure you fully understand the requirements of your new role.
7. All other employment conditions will remain the same, as determined by your Employment Agreement.

If you accept the terms and conditions of this variation of your continued **[insert the type of employment e.g. fixed term or permanent]** employment in the position of **[insert new position** **title]**, please sign and return one copy of this letter and the attached position description no later **than [insert an appropriate date. i.e. five working days from the date of this letter]**.

Yours sincerely

**[Managers Name]**

**[Managers Title]**

**Acceptance of variation to terms and conditions of employment**

I, **[insert employee full name]**, hereby acknowledge and accept variation to my employment in the position of **[insert new position title]** as detailed above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_