

Memorandum

To: <Employee's name>

CC:

From: <Manager's name>

Date:

Re: Confirmation of change of conditions/employment status

<I am pleased to confirm the changes we discussed regarding your working hours.>

<I am pleased to confirm your change of employment status from permanent full time to permanent part time.>

<I am pleased to confirm your change of employment status from permanent part time to permanent full time.>

Your new hours as agreed are detailed as follows:

- Monday <hours>
- Tuesday <hours>
- Wednesday <hours>
- Thursday <hours>
- Friday <hours>

In total your new hours are <number of hours> per week. Please note that all accrued entitlement, eg annual leave will also alter to reflect these changes.

<Individual message from manager>

Regards

<Manager's name>