

QF219	LETTER OF VARIATION
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Private and Confidential

Name
 Address
 SUBURB STATE P/CODE

Dear Name

This letter is to confirm a variation to your Contract of Employment dated **Original Date of Contract of Employment**.

As discussed today, 'Enhanced Lifestyles' is pleased to offer you an increase of **TBA (if applicable)** to your salary, which will commence on the first day of the new pay period. Your gross annual salary has been increased to **TBA** per annum plus superannuation. All other terms and conditions outlined in your contract of employment will stay unchanged.

To confirm your acceptance of this variation, please sign the note of acceptance below in both copies of this letter and return one copy of the letter to 'Enhanced Lifestyles'.

Yours sincerely

Jeremy Mills
 Executive Officer

Acceptance

I, (print name)..... accept the variation to my letter of appointment as stated above.

Signature:
 Date:.....