[Date]

**[Staff Name],**

[Job Title]

[Company Name]

[Address]

Dear [Staff Name],

Sub: **Employment Contract Amendment**

Congratulations!

In recognition of your performance and contribution, I am pleased to inform you that your employment contract will be amended effective **[Date].**

**Fixed compensation:** [New Salary] every month.

Your revised compensation is as per below computation:

……………………

The total compensation will be calculated based on the above percentage.

Your performance will be reviewed every three months, and if amount paid to you is more than what comes based on the above formula, it will be adjusted from the fixed compensation paid.

**Pension contribution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that the organization reserves the right to withdraw or amend this scheme at any time including the addition of certain quality KPIs which will be communicated by your manager.

Other terms and conditions of the employment will remain as per the initial contract.

Thank you for your contribution and we wish you success in your career with the Group.

Sincerely,

**[HR Director Name]**

**HR Director**

I, [Staff Name], have read and accept the changes in my employment as detailed in this letter.

Signature.............................................................. Date: