

Company Name: _____

Employee Name: _____

Date: _____ CEC No.: _____

Reference is made to your Employment Contract.

We are pleased to inform you that the following terms and conditions of your employment contract have been changed with effect from _____

The Details are as Follows:

DESIGNATION

BASIC SALARY

TRANSPORT

Yes

☐

No

☐

Allowance

FOOD

Yes

☐

No

☐

Allowance

ACCOMMODATION/
ALLOWANCE

Yes

☐

No

☐

Allowance

OTHER ALLOWANCE

Yes

☐

No

☐

Allowance

All other terms and conditions mentioned in your employment contract remain the same.

Authorised Person Signature & Company Stamp

Employee Signature