<date>

Dear <name>

You entered into an Employment Contract with Kyeema Support Services as a <position> on <date>. Kyeema Support Services proposes to vary the terms of the Contract due to the natural pay progression and <hours worked OR higher duties undertaken OR as a result of completing additional studies.> This pay rate is effective from the <date of contract signing OR date of agreed ray increase if back pay is required>

The proposed amendments to your current Contract are the following:

1. You will increase from Level <>, Pay Point <>at $<rate> to Level <>, Pay Point <> at $<rate>per hour.

Superannuation of 11.5% of your wage will be paid into your selected or staple superfund in accordance with Superannuation Legislation.

By signing below, you accept the variation to your contract and agree that all other clauses within your Contract remain unchanged.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<employee name>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<name>

Human Resource Officer