



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Agreed change to terms & conditions - hours

Sam Chimes
25 Manor Orchard
Harbury
Leamington Spa
Warwickshire CV33 9LZ

21/02/2024

Dear Sam,

Change to Terms and Conditions - Working Hours

Further to recent discussions and your letter of 30/01/2024 I am writing to confirm that, with effect from w/c 01/04/2024 your hours of work will change permanently from:

Monday to Friday, 8am to 430pm.

To:

Monday, Tuesday, Thursday, Friday, 8am to 430pm.

As a result of these changes, your weekly gross pay will now be £384.00 (32 hours x £12.00), and your annual holiday entitlement will be 16 days.

All your other existing terms and conditions will remain the same.

I have provided two copies of this letter for you to sign to confirm agreement to the above, permanent contractual change. Please return one signed copy to me by 01/03/2024.

Should you have any queries regarding the above, please contact me as soon as possible.

Yours sincerely,

Paul Bennett
Finance Manager

I have read, understood and confirm I agree to the above permanent changes to my terms and conditions.

Name (Employee)

Date

Signed

JMS Specialist Joinery Ltd.
Unit B, Bourne End, Kineton Road, Southam, Warks CV47 0NA
Tel: 01926 813 813 Fax: 01926 812 777
admin@jmsjoineryltd.co.uk www.jmsspecialistjoinery.com

