



# 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 SAM CHIMES (Employee)

Date 22ND FEB 2024

Signed 

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

