**Private and Confidential**

Name

Job Title

**By email**

DATE

Dear Name

**Change in Terms and Conditions.**

I hereby confirm that after discussion with your line manager the job description for your role as JOB TITLE has been revised and updated.

Please find attached to this letter a copy of your revised job description.

All other terms and conditions of employment will remain as stated in your original terms and conditions of employment.

I would like to thank you for your commitment to the [NAME OF PARISH] and all of your hard work which is highly appreciated.

Should you have any queries at all, please do not hesitate to contact me.

Yours sincerely

NAME

JOB TITLE/ROLE

NAME OF PARISH

(on behalf of the PCC)

I hereby accept the above changes to my job description.

Name Date