*Within this template document any wording highlighted in* ***RED*** *is to be completed, any wording highlighted in* ***BLUE*** *is optional and should be included or deleted as appropriate.*

**PRIVATE AND CONFIDENTIAL**
Name

Address

Date

Dear XX Name

**Temporary Change to Terms and Conditions of Employment**

Following the Government’s most recent measures in respect of the COVID-19 outbreak, I am writing to confirm a temporary change to your terms and conditions of employment.

* Your work location will change to your home address from xx date to xx date.

This may be extended beyond this date, dependent upon the duration of the pandemic. At the end of the period of home working, your work location will revert to that stated in your contract of employment/statement of terms and conditions of employment dated XX date.

All other terms and conditions as set out in your contract of employment/statement of terms and conditions of employment dated XX date, or variations issued to you in writing since then, remain unchanged.

If you have any queries regarding the above, please do contact me.

Yours sincerely

**Name**

**Job Title**

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