

(Insert Name of Agency)

GOVERNMENT OF THE COOK ISLANDS

PO Box (Insert box #) Rarotonga Cook Islands Phone (682) (Insert telephone number)

(Insert website address)

(Insert Date)

(Insert Name of applicant)

(Insert Address/Village)

(Insert Island)

(Can also include Email here)

Kia Orana (Insert employees full name)

**Re: Variation to terms and conditions of your Employment Agreement**

 **(Insert variation type i.e. Additional Hours/LWOP/Promotion/ or New Role/Return to Work etc)**

***For this section adjust to suit the type of variation and new terms and conditions and delete what is not required.***

This letter is to offer you (Insert new terms and conditions of employment)

E.g. (Additional hours)

E.g.(Promotion to (Insert Position Title)

E.g. (Leave without Pay)

E.g. (Salary Adjustment)

***For this section adjust to suit the type of variation and new terms and conditions and delete what is not required.***

The new terms and conditions to your employment are as follows:

**Additional Hours:**

The additional hours will be (Insert Number of Hours or will be on an ‘as required’ or rostered basis commencing on (Insert Date). The hourly rate for the additional hours worked will be (Insert hourly rate).

**Leave without Pay:**

The period of leave without pay is from (Insert Start Date) to (Insert End Date). On or before [insert date at least one month before expected return to work] you must contact me and confirm that you will return to work on [insert date]. If I have not heard from you by this (Insert Date), (Insert Agency Name) can assume that you are no longer returning to work and your employment will be terminated.

During your period of leave without pay your salary will be stopped, as will your annual accrual and sick leave entitlements.

**Promotion/New Role:**

As discussed, we are happy to officially promote you to (Insert Position Title) as of (Insert Date).

**Mandatory Section:**

Attached you’ll find your updated Employment Agreement that contains your new employment terms and conditions along (Insert compensation package and benefits, if applicable).

Please review and return a signed copy to (Insert Name) by Insert Date). Feel free to reach out to me, should you have any questions.

This offer is conditional on the following:

* 1. Signing and returning this letter
	2. Providing any other relevant documents required e.g. work permit or police clearance

All other terms and conditions of employment remain as per your current Employment Agreement.

If you have any queries regarding this variation please contact [contact person] at [contact details].

Otherwise, please add your signature below and return to (Insert name) within seven days as confirmation of your understanding and agreement to this variation to your Employment Agreement, including your agreement to comply with the:

* Public Servants Code of Conduct in the Public Service Act 2009;
* Any additional conditions we want to add?

Kia manuia

(Insert name)

**Head of Ministry**

*I (Insert employees’ name) have read and understand the terms and conditions in this letter and I accept the terms and conditions of this variation of employment.*

Full Name…………………….……………… Signature……………………………………..

Date ……………………………………