Date

 Dear Name,

Changes to your Employment Contract

The COVID-19 pandemic is affecting businesses across the world and the course of the pandemic unfortunately remains uncertain. It is foreseeable that if the virus continues to spread, it will further impact businesses that may result in closure either temporarily or permanently.

[Studio Name] is currently affected and under the [Employment Law For Your State / Country eg Fair Work Act 2009] we are writing to you to convey the following change to your employment contract.

You have been employed by [studio name] as a [full time/part time] employee since [Year]. Under the terms and conditions agreed to in your employment contract, you are engaged to work [state work conditions eg full time, 38 hours per week or payrate].

You are notified pursuant to the Covid-19 virus that commencing [date] that your hours will be changed to [new working hours or payrate eg part time, 19 hours per week.]

If you accept this temporary change then please acknowledge by signing this contract amendment below.

If you are not prepared to sign the amendment, please advise [Studio Name] immediately.

We fully regret the contents of this amendment but are making this decision to ensure we protect the viability of [Studio Name]. All other terms and conditions remain unchanged.

Your faithfully I agree to the contract changes

[Your Name] [Team Member Name]

[Position] [Role]

[Studio Name]