**Sample letter for temporary change to job plan**

Dear clinical director,

Following our helpful meeting on [DATE], I agree to temporarily change my job plan to support the trust’s COVID-19 response. As discussed, I wish to clarify that this change is temporary, and I retain the right to revert to my pre-existing job plan (Attached) at any stage subject to giving 2 weeks’ notice.

The changes we have agreed are listed below:

* Substituting 1PA Clinic (4 hours of DCC) normally occurring Monday pm to 1PA of ward cover on Monday pm
* Substituting 2 PA Theatre list (8 hours of DCC) Friday to 2 high intensity PAs (4 hours DCC) on Saturday at the BMA recommended 2 hours per PA rate.

Yours sincerely,