

# Variation of Employment Contract Template Letter

[EMPLOYER]  
[ADDRESS]

[EMPLOYEE]  
[ADDRESS]

[DATE]

Dear [EMPLOYEE],

Variation of Employment Contract

1. We refer to the employment contract between you [NAME] and us [NAME AND ADDRESS OF EMPLOYER] for your employment as a general practitioner dated [DATE] (Employment Contract) [, a copy of which is attached as Schedule 1 to this letter agreement].
2. The General Practitioners Committee of the British Medical Association (BMA) has recommend enhanced shared parental leave pay for salaried GPs and on [DATE] published amended versions of the Salaried GP Model Contract and Model Offer Letter Guidance (which includes the Salaried GP Model Contract) and the Salaried GPs Handbook (Handbook). The recommended enhanced shared parental leave pay is set out in section 6 of the Handbook. As a result, we wish to amend the Employment Contract as set out in this letter agreement with effect from [the date of this letter agreement OR [DATE]] (Variation Date).
3. With effect from the Variation Date the parties agree to amend the Employment Contract so as to entitle you to enhanced shared parental leave pay in accordance with and subject to section 6 of Chapter 12 of the Handbook as amended on [DATE]. For the avoidance of doubt, a copy of section 6 of Chapter 12 of the Handbook is copied in the Appendix to this letter.
4. Except as set out in paragraph 3, the Employment Contract shall continue in full force and effect.
5. This letter agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and interpreted in accordance with the law of England and Wales.
6. The parties irrevocably agree that the courts of England and Wales have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) that arises out of, or in connection with, this letter agreement or its subject matter or formation.
7. Please sign and return the enclosed copy of this letter to acknowledge your agreement to the variation of the Employment Contract.

Yours faithfully,

for and on behalf of [NAME OF EMPLOYER]