ADDENDUM TO EMPLOYMENT AGREEMENT LETTER

[Date]

[Full Name]

[Title]

[Organization Name]

Dear [Insert Name],

The purpose of this letter is to confirm the mutually agreed upon modifications to your original employment agreement and job description as discussed on [Insert Date Here].

This Employment Agreement Addendum (the “Addendum”), is made on [Insert Date Here] by and between:   
  
The Employer: [Insert Name/Title Here], [Organization Name] (the “Employer”)  
  
The Employee: [Insert Name/Title Here] (the “Employee”)  
  
The Employer and Employee are referred to herein as the "Parties."  
  
This Addendum shall be added to the original agreement dated [Insert Date Here] between the Parties (the “Employment Agreement”).  
  
The Employment Agreement is hereby modified as follows:

* ADDITIONAL DUTIES  
  The following duties and responsibilities have been added to your job description.
* [Insert Additional Duties]
* COMMISSION   
  [Insert Commission Modifications]
* CHANGE OF BASE PAY RATE   
  Your base pay rate will be changed to reflect the modifications to your job duties, commission, and your overall contribution to the company. You will now earn $X. The change in your wages will be effective as of [Insert Date Here].

We, the Employer and Employee, agree to the aforementioned additions to the Employment Agreement. Any changes made are legally binding upon signature of both Parties. All other terms of your original employment agreement dated [Insert Date Here], remain unchanged and in force.  
  
  
  
Print Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_