***Personal and Confidential***

Dear

I am pleased to confirm that you are to receive a Level 1 or 2 [*delete where appropriate*] Teaching and Learning Responsibility Payment of £TLR AMOUNT with effect from DATE FROM. Your new salary will become £TOTAL SALARY. This is to recognise your additional responsibility for REASON at this school.

Please regard this letter as an amendment to your contract of employment. All other conditions of your appointment remain the same.

If you wish to accept the above then please sign and return the attached copy of this letter to me as soon as possible, but in any case within 14 days.

Yours sincerely

Headteacher

*I wish to accept the amendment as detailed above on the terms as set out.*

*Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*