

Strictly Private & Confidential

Miss S Dickens
11 Sheepen Place
Colchester
Essex
CO3 3LD

26 March 2025

Name of Employee: Sarah Dickens

Department: Nexus

Location: Head Office

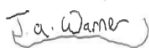
Dear Sarah

This letter is to advise you that the terms of your conditions of your contract have been amended as set out below. Please acknowledge receipt of this letter by signing in the space below and returning to the HR team.

All other terms and conditions of your contract of employment remain the same.

If you wish to discuss any of the changes, please do not hesitate to come back to me.

Yours sincerely



Jasmine Warner
HR Administrator

Date changes effective: 01 April 2025

New Salary: £16,507.92

For signature

I acknowledge receipt of your letter informing me of the amendments to the terms of my contract of employment and that all other terms remain the same.

Signed: _____ Date: _____