

Our Ref:
Your Ref:
Contact:
Tel:
E-mail:
Date:

PRIVATE AND CONFIDENTIAL
Mr

Chief Executives Office

Fiona Whittaker
Chief Officer People Resources
Civic Centre
Windmillhill Street
Motherwell ML1 1AB
www.northlanarkshire.gov.uk

Dear

Variation to Contract – Electric Car Salary Sacrifice Scheme

I refer to your application to join the Council's Electric Car Salary Sacrifice Scheme and write to advise that your contract of employment has been varied to the following extent with effect from (DATE):

- 26. Other Terms and Conditions** As part of the Electric Car Salary Scheme, your terms and conditions of employment have been amended to reflect the salary sacrifice agreement that has been signed by you. This variation to contract is confirmation that the terms and conditions as outlined within the attached signed salary sacrifice agreement, are now expressly incorporated into your contract of employment. You must ensure that you comply with all terms and conditions detailed within the agreement, as failure to do so, could lead to formal action by the Council including termination of employment.

By entering into the salary sacrifice agreement, you have renounced your entitlement to [£(AMOUNT) **OR** (PERCENTAGE)% of your basic [annual **OR** four-weekly] salary with effect from [date] which is the date of the commencement of the salary sacrifice agreement. The agreement is for [number of] deductions . Your pension contributions from the Council will be amended accordingly in accordance with your revised salary of [£AMOUNT].

You should ensure that you fully understand the terms and conditions associated with the salary sacrifice scheme and the implications on your annual income and pension contributions. If you wish to opt out of the

scheme at any time, you are required to write to Tusker at **EMAIL** with the date you wish to opt out and terminate your agreement. There is a possibility that you will be liable for an Early Termination Charge which will be advised to you by Tusker.

The Council also reserves the right to withdraw the scheme either individually or in its entirety.

Please confirm your acceptance of this variation to contract by signing the acceptance slip below and returning to escpeopleoperations@northlan.gov.uk. You should retain a copy of all documents for your personal records.

Yours sincerely

Fiona Whittaker
Chief Officer of People Resources

Acceptance

I hereby accept the variation to contract on the terms and conditions set out above

_____ (Signature)

_____ (Date)