

## When changes are agreed

Changes can be agreed verbally or in writing.

Agreed changes do not always have to be in writing, but it's a good idea to prevent any misunderstandings. It can also help to say when changes will take effect.

### 5. When changes must be in writing

If a change relates to anything that must legally be in the employee's [written terms](#) ('written statement of employment particulars'), the employer must notify the employee of the change in writing within a month of the change taking effect.

For example, the employer should do this if the change relates to:

- the job title
- the job description
- the job location
- pay
- working hours
- holiday entitlement
- changes to collective agreements with a trade union

### Written terms provided before 6 April 2020

If the employee's written terms were provided before 6 April 2020 and need to change, the employer must give all the following in writing to the employee:

- any changes to the existing written terms
- [extra information required for new written terms since 6 April 2020](#)

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