

Callum Price

Date: 14 July 2026
Our Reference: RCS/93E44AAA
Document Type: Letter

Dear Callum Price,

This letter provides a summary of the recent update to your role and responsibilities within HRHeaven QA Sample Employer. It aims to clarify the changes agreed upon following recent consultation and outline the next steps as you transition into your revised position.

After consultation, your role as Junior Software Developer will change to better align with the evolving operational needs of the organisation.

Effective from 15 November 2025, your primary focus will shift from feature development towards platform maintenance, integration of the booking system, and providing first-line on-call support during hospitality staff opening hours.

Additionally, your responsibilities will include a reduced allocation of feature development work, complemented by new duties involving documentation and training support.

The agreed changes to your role and responsibilities are designed to support business priorities and leverage your skills in system maintenance and user support.

This arrangement was discussed and agreed upon following consultation to ensure a smooth transition and mutual understanding of your new duties.

Implementation of these changes will be overseen by Zara Patel, IT Lead, with overall supervision by Graham Ellis, who will monitor progress and provide support during the transition period.

You are encouraged to discuss any questions or concerns you may have regarding your updated role directly with Zara Patel or Graham Ellis in the coming weeks.

Please prepare for the role changes to take effect from 15 November 2025, ensuring you have the necessary resources and support for your new responsibilities.



LETTER DETAILS

Employee
Callum Price

Role
Junior Software Developer

Case type
Update Job Role / Responsibilities

Reference
HRA-93E44AAA



KEY DATES

Completed
14 July 2026

The employer will confirm communication plans and any additional training or documentation requirements to facilitate your success in the revised role.

It is important to review this summary carefully and confirm your understanding of the changes.

If you have any queries or require further clarification, please contact the HR department or your line manager.

[Signatory Name]

[Signatory Title]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer