**Variation Order**

**Project:** [Project Name]  
**Contract Number:** [Contract Number]  
**Variation Order No.:** [Variation Order Number]  
**Date of Issue:** [Date]

**To:**  
[Employer's Authorized Representative]  
[Employer’s Company Name]  
[Company Address]

**Subject:** Submission of Official Variation Order pursuant to Employer's Instruction

**Dear [Employer’s Authorized Representative],**

With reference to the Contract executed between [Employer’s Name] ("Employer") and [Contractor’s Name] ("Contractor") dated [Contract Date], and following your instruction to amend the scope of works issued on [Date of Employer’s/Engineer's Instruction] and to our notice on [date of the issued Variation Order Notice], we hereby submit this Variation Order to formally incorporate the instructed adjustments into the Contract.

**1. Details of the Variation:**

The following changes are made pursuant to your instruction:

* **Description:** [Clearly describe the instructed changes, including modified scope of work, specifications, materials, or methodologies.]
* **Reference:** [Specify reference details to the employer’s instruction or correspondence.]

**2. Impact Assessment:**

* Cost Implication: [Specify the increase or decrease in contract price with supporting breakdown.]
* Schedule Implication: [Specify the extension or reduction in the project duration (in days/weeks) as confirmed by Schedule Impact Analysis.]

**3. Revised Contractual Terms:**

* **Amended Contract Value:** [Updated contract amount]
* **Revised Completion Date:** [Updated contractual completion date]

**4. Supporting Documents Included:**

For reference and confirmation, please find attached:

* Updated Bill of Quantities (BOQ)
* Revised Project Schedule highlighting the critical path
* Relevant Drawings and/or Technical Specifications

**5. Employer’s Confirmation & Acceptance:**

Kindly signify your acceptance and confirmation of this Variation Order by signing below and returning an executed copy no later than [Deadline for Return]. Upon acceptance, this Variation Order shall form an integral part of our Contractual Agreement.

**Authorized Signatures:**

**Contractor (Authorized Signatory) – Name / Position**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_X**

**Employer (Authorized Signatory) – Name / Position**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_X**

Your prompt review and approval will enable us to effectively implement these instructed changes and maintain project progress.

Respectfully submitted,

**[Your Name]**  
**[Your Position]**  
**[Contractor’s Company Name]**  
**[Contact Information]**