



## 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



# Company Name LTD

## 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]**