

[Your Name]
[Your Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title/Department]
[Recipient Company/Agency Name]
[Recipient Address]

Subject: Revision to Employment Verification Conditions for [Employee Full Name]

Dear [Recipient Name],

This letter serves as an official revision to the employment verification conditions previously issued on [Date of Original Document] for [Employee Full Name].

The following terms and conditions regarding the verification of employment have been updated as follows:

[List specific revisions here, e.g., change in job title, salary adjustment, effective dates, or updated security clearance status.]

Please update your records to reflect these changes. All other information provided in the original verification remains accurate unless otherwise specified in this revision.

If you require further documentation or have any questions regarding these updates, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]