

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

**Subject: Revised Offer of Permanent Employment**

Dear [Candidate Name],

We are pleased to provide you with this revised offer letter for the position of [Job Title] at [Company Name]. This letter supersedes the previous offer dated [Original Offer Date] and reflects the updated terms discussed.

**Position and Duties**

You will be employed in the position of [Job Title]. In this role, you will report to [Supervisor Name/Title]. Your primary responsibilities will include [Brief Description of Key Duties].

**Start Date**

Your anticipated start date will be [Start Date].

**Compensation**

[Company Name] will pay you a [Salary/Hourly] rate of [Amount] per [Year/Hour], payable in accordance with the company's standard payroll schedule. This position is classified as [Exempt/Non-Exempt].

**Revised Terms**

As per our recent discussion, the following changes have been made to your offer:  
[List specific changes, e.g., Increased base salary, Signing bonus, Adjusted start date, or Modified benefits].

**Benefits**

You will be eligible for the company's standard benefits package, which currently includes [Health Insurance, Dental/Vision, 401k, Paid Time Off, etc.]. Full details will be provided during your orientation.

**At-Will Employment**

Employment with [Company Name] is "at-will." This means that either you or the company may terminate the employment relationship at any time, with or without cause, and with or without notice.

**Acceptance**

To accept this revised offer, please sign and return this letter by [Expiration Date].

We look forward to having you join our team.

Sincerely,

[Sender Name]

[Sender Title]

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**Acceptance Signature:**

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[Candidate Name]

Date: \_\_\_\_\_