

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Adjusted Placement Offer Letter

Dear [Candidate Name],

Following our recent discussion regarding your availability, we are pleased to provide this adjusted offer letter for the position of [Job Title] at [Company Name].

As per our negotiation, your revised start date will be [New Start Date].

All other terms and conditions of your original offer remain unchanged, including:

- Reporting Manager: [Manager Name]
- Salary: [Amount] per [Year/Hour]
- Location: [Work Location/Remote]

Please confirm your acceptance of this adjusted start date by signing and returning this letter by [Deadline Date].

We look forward to having you join the team.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the adjusted start date of [New Start Date] as outlined above.

Signature: _____ Date: _____