

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

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

Subject: Revised Placement Offer for [Job Title]

Dear [Candidate Name],

Following our recent discussions regarding the placement at [Client Company Name], we are pleased to provide you with this revised offer letter. This document supersedes any previous offers made for this position.

Based on further evaluation of the role requirements and budget considerations, the adjusted compensation package is as follows:

- **Position:** [Job Title]
- **Client Company:** [Client Company Name]
- **Base Salary/Rate:** [Revised Amount] per [Hour/Month/Year]
- **Incentives/Bonuses:** [Detail any changes or state "As previously discussed"]
- **Start Date:** [Date]

All other terms and conditions of employment, including benefits and company policies, remain as outlined in our initial communication unless specified otherwise in the attached documentation.

We remain very excited about the value you will bring to [Client Company Name]. Please review this revised offer and indicate your acceptance by signing below and returning it to us by [Deadline Date].

If you have any questions regarding these adjustments, please feel free to contact me directly.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]

Acceptance:

I, [Candidate Name], accept the revised offer as outlined above.

Signature: _____ Date: _____