

[Company Letterhead/Logo]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Revised Offer of Employment

Dear [Candidate Name],

Following our recent discussions regarding your compensation and benefits package, we are pleased to provide this final revised offer for the position of [Job Title] at [Company Name].

We have updated the terms of your employment to reflect our agreed-upon adjustments. The revised details of your placement are as follows:

- **Base Salary:** \$[Amount] per [Year/Month]
- **Signing Bonus:** \$[Amount] (if applicable)
- **Performance Bonus:** Up to [Percentage]% of base salary
- **Revised Benefits:** [Detail specific changes, e.g., Additional Vacation Days, Flexible Work Schedule, or Increased Retirement Match]
- **Relocation Allowance:** \$[Amount] (if applicable)
- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name], [Title]

All other terms and conditions mentioned in the original offer letter dated [Original Offer Date] remain the same. This revised offer supersedes any previous versions.

To accept this final offer, please sign and return a copy of this letter by [Deadline Date].

We are excited to have you join the team and look forward to your contributions to [Company Name].

Sincerely,

[Name of Hiring Manager/HR Representative]

[Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____