

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

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

Dear [Candidate Name],

Following our recent discussions regarding the [Job Title] position, we are pleased to present this revised offer of employment. We have updated the terms based on our mutual agreement during the negotiation process.

Position: [Job Title]

Reporting To: [Manager Name/Title]

Commencement Date: [Start Date]

Revised Compensation and Benefits:

- **Base Salary:** \$[Amount] per annum, payable in accordance with the company's standard payroll schedule.
- **Signing Bonus:** A one-time payment of \$[Amount], subject to [Terms/Clawback Period].
- **Performance Bonus:** Eligible for an annual target bonus of [Percentage]% based on individual and company performance.
- **Equity/Stock Options:** Subject to Board approval, you will be granted [Number] units under the [Plan Name], following a [Vesting Schedule].
- **Relocation Assistance:** [Details of relocation package, if applicable].
- **Benefits:** Comprehensive coverage including [Health/Dental/Vision], [Retirement/401k Match], and [Number] days of Paid Time Off (PTO).

Additional Terms:

[Insert specific negotiated terms such as flexible work arrangements, severance clauses, or professional development allowances].

This offer is contingent upon the successful completion of [Background Checks/Reference Checks]. Please indicate your acceptance of these revised terms by signing and returning this letter by [Deadline Date].

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

Sincerely,

[Name of Hiring Manager or HR Executive]
[Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the revised offer for the position of [Job Title] as outlined above.

Signature: _____ Date: _____