

Date: [Date]

To: [Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Updated Offer of Employment - [Job Title]

Dear [Candidate Name],

Following our recent discussions regarding the terms of your employment, we are pleased to provide this updated formal offer for the position of [Job Title] at [Company Name].

Based on our negotiations, the revised terms of your placement are as follows:

- **Base Salary:** \$[Amount] per [Year/Hour]
- **Signing Bonus:** \$[Amount] (if applicable)
- **Performance Bonus:** Up to [Percentage/Amount] per year
- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Vacation/PTO:** [Number] days per year
- **Additional Benefits:** [List any specific negotiated perks such as relocation, equity, or flexible hours]

All other terms and conditions previously outlined in our initial offer letter dated [Original Date] remain in effect, except where modified by this update. This offer is contingent upon [Background check, drug screen, etc., if applicable].

To accept this updated offer, please sign and return this document by [Deadline Date].

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____