

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Revised Offer of Employment - [Job Title]

Dear [Candidate Name],

Following our recent discussions regarding the initial offer for the position of [Job Title] at [Client Company Name], we are pleased to provide you with this revised placement letter reflecting the agreed-upon adjustments.

The updated terms of your employment are as follows:

- **Position:** [Job Title]
- **Reporting to:** [Manager Name/Title]
- **Revised Starting Salary:** \$[Amount] per [Year/Hour]
- **Revised Benefits/Sign-on Bonus:** [Detail specific changes made during negotiation]
- **Commencement Date:** [Date]
- **Work Location:** [Office Address/Remote]

All other terms and conditions mentioned in the original offer letter dated [Original Date] remain unchanged unless specifically addressed above.

Please indicate your formal acceptance of these revised terms by signing below and returning a copy to us by [Deadline Date].

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

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]

Acceptance:

I, [Candidate Name], accept the revised terms of employment as outlined in this letter.

Signature: _____ Date: _____