

[Your Company Name / Recruitment Agency Name]

[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 and negotiations regarding your placement with [Client Company Name], we are pleased to provide you with this revised offer letter. This document reflects the updated terms we have agreed upon.

The revised terms of your placement are as follows:

- **Position:** [Job Title]
- **Reporting To:** [Manager Name/Title]
- **Revised Starting Salary:** [Amount] per [Year/Month]
- **Revised Signing Bonus (if applicable):** [Amount]
- **Revised Benefits/Allowances:** [Detail any changes to car allowance, health, etc.]
- **Start Date:** [Confirmed Start Date]
- **Work Location:** [Office Address / Remote]

All other terms and conditions mentioned in the initial offer dated [Original Offer Date] remain unchanged unless specifically addressed in this revised letter.

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

We are excited to have reached this agreement and look forward to your successful career at [Client Company Name]. If you have any further questions, please contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

Acceptance:

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

Signature: _____ Date: _____