

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

[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 terms of your employment, we are pleased to provide this revised offer letter for the position of [Job Title] at [Company Name]. This document reflects the negotiated terms we have mutually agreed upon.

1. Position and Reporting

You will be employed in the role of [Job Title], reporting directly to [Manager Name/Title]. Your start date is scheduled for [Start Date].

2. Compensation

Your revised base salary will be \$[Amount] per [Year/Month], payable in accordance with the company's standard payroll schedule. This position is [Exempt/Non-Exempt] for purposes of federal and state wage and hour laws.

3. Signing Bonus (If applicable)

In accordance with our discussion, you will receive a one-time signing bonus of \$[Amount], subject to applicable taxes, payable on [Date/Conditions].

4. Performance Bonus and Incentives

You will be eligible for [Bonus Plan Name], with a target incentive of [Percentage/Amount]. Eligibility and payouts are subject to the terms of the plan and company performance.

5. Benefits

As a full-time employee, you will be eligible for [Company Name]'s standard benefits package, which includes [Health Insurance, 401k, etc.]. Additionally, per our negotiation, you will be granted [Number] days of Paid Time Off (PTO) per year.

6. Other Negotiated Terms

[Insert any other specific terms such as Remote Work arrangements, Relocation Allowance, or Equipment].

This offer is contingent upon [Background Check/Reference Check/Drug Screening]. This letter does not constitute a contract of employment for any specific period; your employment remains "at-will."

Please indicate your acceptance of this revised offer by signing below and returning it to us by [Expiration Date].

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____