

[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 terms of your employment, we are pleased to present this revised offer for the position of [Job Title]. This letter reflects the updates we have agreed upon during our negotiation process.

Position: [Job Title]
Reporting To: [Manager Name/Title]
Start Date: [Start Date]

Revised Base Salary: \$[Amount] per [Year/Month/Hour], payable in accordance with the company's standard payroll schedule.

Revised Sign-on Bonus: \$[Amount] (if applicable), subject to [Terms/Conditions].

Performance Bonus: You will be eligible for an annual performance bonus with a target of [Percentage/Amount]%, based on individual and company performance goals.

Benefits: As a direct hire, you will continue to be eligible for our standard benefits package, including:

- [Health/Dental/Vision Insurance]
- [Retirement/401k Matching]
- [Paid Time Off/Vacation Days]
- [Additional Negotiated Perk, e.g., Remote Work, Education Reimbursement]

This offer is contingent upon [Background Check/Reference Check/Drug Screening]. All other terms and conditions mentioned in the original offer letter remain unchanged unless specifically modified here.

Please indicate your acceptance of this revised offer by signing below and returning this letter by [Deadline Date].

We are excited to have you join the team and look forward to your contributions.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

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

Signature: _____ Date: _____