

[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 discussion regarding your offer for the position of [Job Title], we are pleased to provide you with this revised offer letter. We have carefully considered your request and are happy to adjust the terms of your employment as follows:

Revised Salary: Your starting base salary will be [Amount] per year, payable in [Monthly/Bi-weekly] installments, subject to standard payroll deductions.

Additional Adjustments: [Optional: Mention other negotiated items such as Signing Bonus, Performance Bonus, or Remote Work flexibility].

All other terms and conditions outlined in our initial offer letter dated [Original Offer Date] remain unchanged, including your start date of [Start Date] and your benefits package.

We are very excited about the prospect of you joining [Company Name] and are confident that you will make a significant contribution to our team.

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

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

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

Signature: _____
Date: _____