

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Updated Offer of Employment - [Job Title]

Dear [Candidate Name],

Following our recent discussions and the successful conclusion of our contract negotiations, we are pleased to provide you with this updated placement letter for the position of [Job Title] at [Company Name].

This letter reflects the revised terms and conditions we have mutually agreed upon:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Reporting To:** [Manager Name/Title]
- **Revised Starting Salary:** \$[Amount] per [Year/Hour]
- **Commencement Date:** [Start Date]
- **Revised Benefits/Bonuses:** [Detail any negotiated changes to vacation, sign-on bonus, or equity]
- **Work Schedule:** [Full-time/Part-time, Hours, or Hybrid/Remote status]

This offer is contingent upon [List contingencies, e.g., background check, reference checks, or visa authorization].

Please find the fully updated Employment Agreement attached to this letter. To formally accept these negotiated terms, please sign and return a copy of both this letter and the agreement by [Deadline Date].

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

Sincerely,

[Sender Signature]

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the updated terms of employment as outlined above.

Signature: _____ Date: _____