

Date: [Date]

To: [Candidate Name]

Address: [Candidate Address]

REVISED OFFER OF EMPLOYMENT

Dear [Candidate Name],

This letter serves as a formal revision to the previous offer letter sent on [Original Offer Date]. We are pleased to update the terms of your placement for the position of [Job Title] with [Company Name].

Position Details:

- **Job Title:** [Job Title]
- **Department:** [Department Name]
- **Revised Start Date:** [New Start Date]
- **Reporting Manager:** [Manager Name]

Revised Compensation and Benefits:

- **Base Salary/Wage:** [Amount] per [Hour/Month/Year]
- **Shift Schedule:** [Shift Details, e.g., Monday-Friday, 8am-5pm]
- **Location:** [Work Location or Remote]
- **Bonus/Incentives:** [Details of volume-based or performance bonuses, if applicable]

Terms of Employment:

All other terms and conditions mentioned in your initial offer, including benefits eligibility, background check requirements, and company policies, remain in effect unless specifically updated in this document.

Acceptance:

Please indicate your acceptance of this revised offer by signing below and returning this letter by [Deadline Date]. This revised offer supersedes any previous agreements or verbal discussions regarding this placement.

We look forward to having you join the team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Candidate Acceptance:

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

Signature: _____ Date: _____