

[Date]

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

Subject: Revised Offer of Employment

Dear [Candidate Name],

Following our recent discussions regarding your initial offer dated [Original Offer Date], we are pleased to provide you with this revised offer of employment for the position of [Job Title] at [Company Name].

This letter supersedes all previous offers and outlines the updated terms of your employment:

- **Position:** [Job Title]
- **Reporting Manager:** [Manager Name/Title]
- **Start Date:** [Revised Start Date]
- **Base Salary:** \$[Amount] per [Year/Month/Hour]
- **Bonus/Commission:** [Details of updated incentive structure, if applicable]
- **Benefits:** [List of updated benefits, e.g., Health Insurance, PTO, Retirement Plan]
- **Work Location:** [Office Address / Remote / Hybrid]

This offer is contingent upon [List contingencies, e.g., background check, drug screen, or proof of eligibility to work].

To accept this revised offer, please sign and return this letter by [Expiration Date].

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

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____