

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

[Date]

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

Dear [Candidate Name],

This letter serves as an amendment to the original job offer extended to you on [Date of Original Offer] for the position of [Job Title].

The following terms of your offer have been revised:

- **[Changed Item, e.g., Base Salary]:** [New Value/Detail]
- **[Changed Item, e.g., Start Date]:** [New Value/Detail]
- **[Changed Item, e.g., Bonus Structure]:** [New Value/Detail]

All other terms and conditions outlined in the original offer letter remain unchanged and in full effect.

Please indicate your acceptance of these amended terms by signing and returning a copy of this letter by [Expiration Date].

We look forward to having you join the team.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the amended offer of employment as described above.

Signature: _____ Date: _____