

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

[Date]

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

Subject: Correction to Offer of Employment

Dear [Candidate Name],

This letter is to formally issue a corrected offer of employment for the position of [Job Title]. Please disregard the previous offer letter sent to you on [Date of original letter] as it contained clerical errors regarding [mention specific area, e.g., salary, start date, or bonus structure].

The corrected terms of your employment are as follows:

- **Position:** [Job Title]
- **Start Date:** [Corrected Start Date]
- **Reporting Manager:** [Manager Name]
- **Base Salary:** [Corrected Salary Amount] per [Year/Month]
- **Bonus/Commission:** [Corrected Details, if applicable]
- **Benefits:** [Summary of benefits]

All other terms and conditions mentioned in our previous discussions remain the same. This corrected offer supersedes any prior versions.

To accept this corrected offer, please sign and return a copy of this letter by [Deadline Date].

We apologize for any confusion caused by the previous documentation and remain very excited about you joining the [Company Name] team.

Sincerely,

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

Acceptance:

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

Signature: _____ Date: _____