

[Date]

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

Dear [Candidate Name],

Following our recent discussion regarding the terms of your employment, I am pleased to provide this revised offer letter for the position of [Job Title] with [Company Name].

Based on our conversation regarding your experience and qualifications, we have adjusted the compensation package as follows:

- **Base Salary:** \$[Amount] per [Year/Hour]
- **Sign-on Bonus:** \$[Amount] (if applicable)
- **Performance Bonus:** Up to [Percentage]% of base salary
- **Start Date:** [Date]

All other benefits, including [Health Insurance, Retirement Plans, and Paid Time Off], remain as outlined in our initial offer dated [Original Offer Date].

We are very excited to have you join the team. Please indicate your formal acceptance of this revised offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the revised offer for the position of [Job Title] as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_