

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

[Date]

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

Dear [Candidate Name],

Following our recent discussion regarding the terms of your employment, we are pleased to provide you with this revised offer for the position of [Job Title]. We have updated the terms based on our negotiations to better reflect our mutual expectations.

The revised terms of your employment are as follows:

- **Base Salary:** \$[Amount] per [Year/Hour]
- **Signing Bonus:** \$[Amount] (if applicable)
- **Performance Bonus:** Up to [Percentage]% of base salary
- **Paid Time Off:** [Number] days per year
- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name]

All other benefits, including [Health Insurance/Retirement Plan/Stock Options], remain as detailed in the original offer package sent on [Original Date].

We are very excited about the prospect of you joining [Company Name]. We believe your skills and experience will be a significant asset to our team.

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

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

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

Signature: _____ Date: _____