

## **ADDENDUM TO OFFER LETTER**

Date: [Insert Date]

To: [Employee Name]

Job Title: [Job Title]

Dear [Employee Name],

This letter serves as an official addendum to your original offer letter dated [Date of Original Offer Letter]. All other terms and conditions of your employment remain unchanged, except for the salary adjustment outlined below.

### **1. Salary Adjustment:**

Your annual base salary will be adjusted from [Old Salary Amount] to [New Salary Amount].

### **2. Effective Date:**

This adjustment will take effect on [Effective Date]. You will see this change reflected in your paycheck issued on [Pay Date].

### **3. Reason for Adjustment:**

[Optional: Performance review / Market adjustment / Promotion / Cost of living adjustment].

Please indicate your acceptance of this adjustment by signing below and returning a copy to the Human Resources department by [Deadline Date].

Sincerely,

[Manager Name]

[Title]

[Company Name]

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### **Acknowledgment and Acceptance:**

I, [Employee Name], accept the salary adjustment as described in this addendum.

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

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