

Addendum to Offer of Employment

Date: [Insert Date]

To: [Employee Name]

This document serves as an addendum to your original offer letter dated [Insert Original Offer Date]. This addendum outlines a revision to your job title and associated details.

1. Revised Job Title

Effective as of [Insert Effective Date], your new job title will be: **[Insert New Job Title]**.

2. Duties and Responsibilities

In this role, your primary responsibilities will include [Insert Brief Description of Duties or reference an attached Job Description]. You will report directly to [Insert Manager Name/Title].

3. Terms of Employment

All other terms and conditions of your employment as set forth in your original offer letter, including compensation, benefits, and company policies, remain unchanged and in full force.

Please indicate your acceptance of this title revision by signing and returning this addendum by [Insert Deadline Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], accept the revised job title as outlined in this addendum.

Signature: _____ Date: _____