

Addendum to Offer of Employment

Date: [Date]

To: [Employee Name]

Subject: Update to Employee Benefits Package

Dear [Employee Name],

This letter serves as an official addendum to your original offer letter dated [Original Offer Date]. The purpose of this addendum is to outline updates to the benefits package provided by [Company Name].

Effective as of [Effective Date], the following changes or additions will apply to your employment benefits:

- **Benefit Update 1:** [Description of change, e.g., Health Insurance Plan details]
- **Benefit Update 2:** [Description of change, e.g., 401k Matching updates]
- **Benefit Update 3:** [Description of change, e.g., Paid Time Off policy adjustments]

Please note that all other terms and conditions of your employment as stated in your original offer letter remains unchanged. This addendum is now part of your formal employment agreement.

Please acknowledge your receipt and acceptance of these updates by signing and returning a copy of this letter by [Deadline Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment and Acceptance:

I accept the updates to my benefits package as outlined in this addendum.

Signature: _____ Date: _____