

# Job Offer Update

Date: [Insert Date]

Dear [Candidate's Name],

We hope this message finds you well. We would like to formally communicate an important update regarding your job offer for the position of [Job Title] at [Company Name].

Initially, we extended an offer with the following terms:

- **Position:** [Original Job Title]
- **Salary:** [Original Salary]
- **Start Date:** [Original Start Date]

However, after further review of our current needs, we would like to propose the following adjustments:

- **Revised Position:** [Revised Job Title]
- **Revised Salary:** [Revised Salary]
- **Proposed Start Date:** [Revised Start Date]

We sincerely apologize for any inconvenience this may cause and encourage you to reach out if you have any questions or concerns regarding these changes.

We are excited about the possibility of having you on our team and hope that these adjustments are agreeable to you.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]