

Amended Offer Letter

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

City, State, Zip: [City, State, Zip]

Dear [Candidate's Name],

We are pleased to present you with an amended offer for the position of [Job Title] at [Company Name]. This amendment reflects the adjustments made to your original offer dated [Original Offer Date].

Position Details

Position: [Job Title]

Department: [Department Name]

Start Date: [New Start Date]

Compensation

Base Salary: [New Salary]

Bonus Potential: [Bonus Structure]

Benefits

[Brief description of amended benefits]

Please review this amended offer carefully. If you accept the terms, kindly sign and return a copy of this letter by [Acceptance Deadline Date].

We look forward to your positive response and are excited to have you join our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]