

# Modified Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

Dear [Candidate's Name],

We are pleased to extend a modified offer of employment to you for the position of [Job Title] with [Company Name]. After careful consideration, we have made some adjustments to the original offer. Below are the modified details of your employment:

## **Position:**

[Job Title]

## **Start Date:**

[New Start Date]

## **Salary:**

[New Salary]

## **Benefits:**

[Details of any changes to benefits]

Please review the changes carefully. If you accept this modified offer, kindly sign and return a copy of this letter by [Response Deadline].

We are excited about the prospect of having you join our team and look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]