

Offer Letter Adjustment Notice

Date: [Insert Date]

To: [Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are writing to inform you of an adjustment to the offer letter you received from us on [Original Offer Date] for the position of [Job Title] at [Company Name]. After careful consideration, we have made some amendments to the terms of your offer.

Changes to Your Offer

- **Salary:** [New Salary Amount]
- **Start Date:** [New Start Date]
- **Benefits:** [Any Adjustments to Benefits]

We truly appreciate your understanding regarding these adjustments and remain excited about the prospect of you joining our team. Please review the adjusted offer details and let us know if you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]