

Offer Letter Changes Confirmation

Dear [Candidate's Name],

We hope this message finds you well. We are writing to confirm the changes made to your offer letter dated [Original Date of Offer Letter].

The following changes have been made:

- **Position:** [New Position Title]
- **Start Date:** [New Start Date]
- **Salary:** [New Salary]
- **Benefits:** [New Benefits Details]

Please review the amended offer letter attached and confirm your acceptance of these changes by signing and returning the document by [Deadline Date].

If you have any questions or need further clarification, feel free to contact us.

Thank you, and we look forward to having you join our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]