

# Correction Notification for Offer Letter

Date: [Insert Date]

To,

[Candidate's Name]

[Candidate's Address]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you of a correction in the offer letter that was previously sent to you on [Initial Offer Letter Date].

The following details have been amended:

- **Position:** [Corrected Position]
- **Salary:** [Corrected Salary]
- **Start Date:** [Correct Start Date]

We sincerely apologize for any confusion this may have caused and appreciate your understanding. Please find the revised offer letter attached for your records.

Should you have any questions or require further clarification, do not hesitate to reach out to us.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]