

# Revised Employment Offer Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

**Dear [Candidate's Name],**

We are pleased to offer you a revised employment position with [Your Company Name] as a [Job Title]. This offer is based upon our recent discussions regarding the responsibilities, compensation, and other relevant terms of your employment.

## **Revised Offer Details:**

- **Start Date:** [Start Date]
- **Salary:** [Revised Salary] per [hour/year]
- **Benefits:** [Briefly describe benefits]
- **Work Schedule:** [Work Schedule]

Please review the revised terms carefully and confirm your acceptance by signing and returning this letter by [Acceptance Date]. We are excited about the prospect of you joining our team.

## **Conditions of Employment:**

This offer is contingent upon [list any contingencies, if applicable, e.g., background check, drug screening].

**Welcome to [Your Company Name]**

If you have any questions or need further clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

We look forward to working with you!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]