

Updated Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

Dear [Candidate's Name],

We are pleased to extend an updated offer to you for the position of [Job Title] at [Company Name]. After careful consideration, we have made some changes to the terms of your employment. Below are the updated details:

Position:

[Job Title]

Start Date:

[Start Date]

Salary:

[Updated Salary]

Benefits:

[Details of Updated Benefits]

Working Hours:

[Updated Working Hours]

Please review the updated terms carefully. If you agree, please sign and return this letter by [Response Deadline]. We are excited about the possibility of you joining our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]

Enclosure: [Any additional documents]