

Job Offer Letter Extension

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that we would like to extend the offer of employment for the position of [New Position Title] at [Company Name]. This offer is an extension of our previous discussions and reflects the terms we have agreed upon.

Your start date will be [Start Date] and your salary will be [Salary] per [year/month]. In addition to your salary, you will be entitled to [list any additional benefits or bonuses offered].

Please review the attached documents that outline the details of your new position, including the company policies and benefits package. If you agree to the terms stated, please sign and return this letter by [Deadline Date].

We are excited to have you on our team and look forward to your contributions in this new role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]