

# Conditional Job Offer Terms Revision

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 offer you a position at [Company Name] as a [Job Title]. However, we would like to revise some of the terms of your initial job offer based on our recent discussions.

## Revised Terms of the Offer:

- **Job Title:** [New Job Title]
- **Start Date:** [New Start Date]
- **Salary:** [Revised Salary]
- **Benefits:** [Revised Benefits Details]
- **Other Terms:** [Any other revised terms]

Please review these revised terms and confirm your acceptance by [Acceptance Deadline]. If you have any questions or need further modifications, do not hesitate to reach out.

We are excited about the possibility of you joining our team and look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]