

Executive Position Offer Revision

[Your Name]
[Your Title]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for your interest in the [Position Title] position at [Your Company]. We appreciate your enthusiasm and the time you've taken to engage with our team during the interview process.

We would like to propose a revision to the initial offer for the executive position. After further consideration, we believe the following adjustments will reflect both your experience and the value you will bring to our organization:

- Base Salary: \$[New Amount]
- Bonus Structure: [Revised Bonus Details]
- Stock Options: [Revised Stock Options Details]
- Relocation Assistance: [Revised Details]

Please review this revised offer and let us know if you have any questions or concerns. We are excited about the possibility of you joining our team and are confident that we can reach a mutually beneficial agreement.

Thank you for considering this revised offer. We look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Title]
[Your Company]