

# Job Offer Revision

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We hope this message finds you well. We are writing to provide a revision to your special assignment job offer originally proposed on [Original Offer Date]. After careful consideration of our project needs and your qualifications, we would like to present the following updated terms:

## Revised Offer Details:

- **Position:** [Revised Position Title]
- **Department:** [Department Name]
- **Start Date:** [Revised Start Date]
- **Compensation:** [Revised Salary/Bonus Structure]
- **Duration of Assignment:** [Assignment Duration]

Please review the revised offer and let us know if you have any questions or concerns. We value your contributions and are excited about the potential impact of your work on this project.

We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]