

Amendment to Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally amend my acceptance of the job offer for the position of [Job Title] dated [Original Offer Date].

Due to [reason for amendment, e.g., personal circumstances, updated salary request, etc.], I would like to propose the following changes:

- [Detail the first amendment]
- [Detail the second amendment]
- [Any additional amendments]

I believe these adjustments will help align the role with my goals and expectations, and I am eager to contribute positively to [Company Name]. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]