

Sample Offer Letter with Revised Salary Offer

Date: [Date]

[Candidate Name]
[Candidate Address]
[City, State, ZIP Code]

Dear [Candidate Name],

We are pleased to extend an offer of employment for the position of [Position Title] at [Company Name]. We value your skills and experience, and after further consideration, we are happy to present you with a revised compensation package.

Revised Salary Offer

Your new base salary will be [Revised Salary Amount] per [year/month], effective [Effective Date]. This offer supersedes any previous compensation discussions and reflects our commitment to attracting and retaining top talent in our organization.

Benefits and Employment Terms

- **Health Insurance:** [Brief description of plan and eligibility]
- **Retirement Plan:** [Plan details, e.g., 401(k), company match, etc.]
- **PTO:** [Vacation and sick leave policy]
- **Other Benefits:** [Any additional perks or benefits]
- **Start Date:** [Proposed start date]
- **Other Employment Terms:** [Any other revised terms]

Please review the updated offer and let us know if you have any questions or require further clarification regarding any aspect of your revised compensation or benefits. To accept this offer, kindly sign and return this letter by [Acceptance Deadline].

We are excited about the prospect of you joining our team and are confident that your skills and experience will be a valuable addition to [Company Name].

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Contact Information]

Accepted by: _____
Date: _____