

Dear [Candidate Name],

Thank you for your prompt and enthusiastic acceptance of our job offer for the position of [Position Title] at [Company Name]. We are delighted to welcome you to our team and look forward to your valuable contributions.

We appreciate your open communication during the offer process. In response to your request regarding the compensation package, we have reviewed and revised the salary as follows:

- **Revised Annual Salary:** [New Salary Amount] (gross), effective from your start date.
- **Start Date:** [Start Date]
- **Other Benefits/Terms:** [Any other revised terms, if applicable]

Please let us know if you require written confirmation of these revised terms or have any questions prior to your start date. Should you need further clarification on any aspect of your employment, feel free to reach out to me directly.

Once again, thank you for placing your trust in [Company Name]. We are committed to creating a supportive and rewarding environment and are confident that you will be a valuable addition to our organization.

We look forward to officially welcoming you on [Start Date].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]