

**Date** \_\_\_\_\_

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

ADDENDUM TO LETTER OF OFFER - for \_\_\_\_\_ (name) \_\_\_\_\_, as \_\_\_\_\_ (Title) \_\_\_\_\_

in the Department of \_\_\_\_\_.

This is an addendum to your offer letter dated \_\_\_\_\_. The revision in your <start date> OR <salary/benefits> affects details of your original offer letter. The change(s) is as follows:

Where applicable:

Start date:     Original start date: \_\_\_\_\_ to Revised Start Date: \_\_\_\_\_

Other:

<Contact your HRM **prior** to offering any additional negotiated terms and conditions of employment outside of pay and benefits (such additional vacation, etc.). You also must also put in an end date for temporarily or grant funded positions.>

These/This change is effective \_\_\_\_\_.

All other terms and conditions of the letter of offer remain unchanged. Please indicate your willingness to accept these changes by signing below and returning this addendum to: \_

\_\_\_\_\_  
Hiring Manager

\_\_\_\_\_  
Date

I accept this change to my letter of offer.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I decline these changes.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date