Date

Dear Name:

Attached is a revised copy of your offer letter which includes several changes. Among these you will find a revised salary of $\_\_\_\_\_\_\_\_\_\_. The revised salary amount reflects an increase of 1% as a result of recent COGS contract negotiations. Please remember to sign and date the last page of this revised offer letter to acknowledge that you have read and understand the changes.

Thank you,

ASG/DEO