**Last Updated: February 1, 2023**

**Instructions:**

1. Use this template as an addendum to an original offer letter
2. Letter must be printed on official UF letterhead.
3. Remove language from header and footer.

[Insert date]

RE: Addendum to Offer Letter

Dear [Insert name]:

This letter serves as an addendum to your original letter of offer, dated [Insert date].

[Insert the terms that will be added, removed, or revised]

All other terms and conditions of your original letter of offer remain the same.

Sincerely,

[Your Name]

[Your Title]

**Acceptance:**

I understand and accept the conditions of this addendum to the terms in the original letter of offer.

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[Insert Name] Date