

# Letter of Employment Start Date Correction

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a correction to the start date of my employment as stated in my offer letter dated [Original Offer Letter Date]. The start date mentioned in the document is [Incorrect Start Date], but the accurate start date should be [Correct Start Date].

I appreciate your attention to this matter and look forward to receiving an updated employment confirmation reflecting the correct start date.

Thank you for your understanding.

Sincerely,

[Your Name]