

Revised Appointment Acknowledgment

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge your revised appointment as [Job Title] with [Company Name]. Your new start date will be [New Start Date]. We are excited to have you join our team and look forward to your contributions.

Please find the details of your appointment below:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Start Date:** [New Start Date]
- **Salary:** [Salary Amount]

Should you have any questions or need further information, please do not hesitate to contact us.

Thank you and welcome aboard!

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Contact Information]