

Adjustment of Proposed Start Date

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the proposed start date for my position as [Job Title] at [Company Name]. I appreciate the offer and am very excited to join the team.

Due to [brief explanation of reason, e.g., personal commitments, scheduling conflicts], I would like to request a slight adjustment to the proposed start date from [Original Start Date] to [Proposed New Start Date].

I believe this change will allow me to begin my role with full focus and commitment. I am eager to contribute to the team at [Company Name] and appreciate your understanding in this matter.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]