

Mutual Agreement on 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],

Thank you for our recent discussions regarding my employment with [Company Name]. I am writing to confirm our mutual agreement on the start date of my employment.

As we discussed, I will begin my new position as [Position Title] on [Start Date]. I am excited to join the team and contribute to [Company Name].

Please feel free to reach out if there are any further details to discuss before my start date.

Thank you again for this opportunity. I look forward to working together.

Sincerely,

[Your Name]