

Subject: Request to Negotiate Employment Start Date

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to express my gratitude for the offer to join [Company Name] as a [Job Title]. I am truly excited about this opportunity and eager to contribute to the team's success.

However, I would like to discuss the proposed start date of [Original Start Date]. Due to [brief reason, e.g., prior commitments, relocation issues], I would appreciate the possibility of starting on [Proposed Start Date].

I assure you that I am fully committed to making a smooth transition and I am confident that this slight adjustment will allow me to prepare adequately for my role.

Thank you for considering my request. I look forward to your understanding and hope to find a mutually agreeable start date.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]