

Request for Flexible Start Date

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a flexible start date for my position as [Job Title] at [Company's Name]. I am excited about joining your team and am eager to begin contributing to [specific goals or projects].

Due to [brief reason for requesting flexibility, e.g., personal commitments, relocation issues, etc.], I would appreciate the opportunity to adjust my start date from [original start date] to [proposed new start date]. I believe this change will allow me to transition more effectively and perform at my best from day one.

Thank you for considering my request. I look forward to your understanding and hope to discuss this further at your earliest convenience.

Sincerely,

[Your Name]