

Start Date Arrangement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an arrangement regarding my start date for the position of [Job Title] at [Company Name]. After considering my current commitments and the onboarding process, I would like to suggest a start date of [Proposed Start Date].

This timeline would allow me to transition smoothly and be fully prepared to contribute effectively to the team. However, I am open to discussing this further if there are other considerations from your side.

Thank you for your understanding and consideration. I look forward to your feedback and am eager to begin my journey with [Company Name].

Best regards,
[Your Name]