

Start Date Confirmation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm my start date for the [Job Title] position at [Company Name]. As per our previous discussions, I understand that my start date is set for [Proposed Start Date].

I would greatly appreciate it if you could confirm this date at your earliest convenience. If there are any changes or additional information required before my start, please let me know.

Thank you for your assistance, and I look forward to joining the team!

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