

Job Offer Letter Extension

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that due to internal departmental changes, we would like to extend your job offer for the position of [Job Title] with a new start date of [New Start Date].

The terms and conditions of your employment remain the same as previously stated in your initial job offer letter. We value your contributions and believe that this new start date will allow for a smoother transition for both you and the team.

Please confirm your acceptance of this extension by signing below and returning a copy of this letter by [Response Deadline].

Thank you for your understanding and flexibility during this transition. We look forward to having you on board.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

Agreed and Accepted:

[Employee Name]

Date: _____