

Job Offer Letter Extension

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to formally extend your job offer for the position of [Job Title] at [Company Name]. As we prepare for your onboarding process, we need to adjust the timeline for your start date.

Originally, your start date was set for [Original Start Date]. However, due to [reason for adjustment], we are proposing a new start date of [New Start Date]. We believe this will provide you with ample time to prepare for your transition into our team.

We are excited about the prospect of you joining us and are looking forward to your contributions to our organization. Please confirm your acceptance of the adjusted start date by [Response Deadline]. If you have any questions or concerns, feel free to reach out.

Thank you for your understanding, and we look forward to welcoming you aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]