

Job Acceptance Letter

[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 am writing to formally accept the offer for the [Job Title] position at [Company's Name]. I am grateful for the opportunity and excited to contribute to the team.

However, I would like to request a slight adjustment to my start date. Initially proposed for [Original Start Date], I would appreciate a start date of [New Start Date] due to [brief explanation, if necessary]. I hope this can be accommodated.

Thank you once again for this opportunity. I look forward to your reply and am eager to start my journey at [Company's Name].

Sincerely,

[Your Name]