

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Acknowledgment of Adjusted Job Start Date**

Dear [Employer's Name],

I am writing to formally acknowledge the adjustment to my job start date for the position of [Job Title] at [Company's Name]. As per our recent conversation, my new start date will be [New Start Date].

I appreciate your understanding and support regarding this change, and I am looking forward to joining the team and contributing to [Company's Name].

Thank you once again for the opportunity. Please feel free to contact me if there are any additional details or paperwork that needs to be completed prior to my start date.

Sincerely,

[Your Name]