

Confirmation of Postponed Job Initiation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to confirm the postponement of your job initiation with [Company Name], originally scheduled for [Original Start Date]. Due to [Reason for Postponement], we have decided to reschedule your start date.

Your new start date will be [New Start Date]. We appreciate your understanding and flexibility regarding this matter. Please feel free to reach out if you have any questions or need further assistance.

We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]