

Formal Agreement on Deferred Start Date

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal agreement regarding the deferred start date for [Position/Project Name]. After our recent discussions, we have mutually agreed to postpone the original start date of [Original Start Date] to [New Start Date].

Both parties acknowledge and accept the following terms:

- Original Start Date: [Original Start Date]
- New Start Date: [New Start Date]
- Any other terms or conditions regarding the delay

Please confirm your acceptance of this agreement by signing below and returning a copy to me by [Return Date].

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]

Accepted and Agreed:

[Recipient Signature]
[Recipient Name]

[Recipient Title]

Date: _____