

Notification of Deferred Job Commencement

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We hope this message finds you well. We are writing to formally notify you that your start date for the position of [Job Title] has been deferred.

The new commencement date is now scheduled for [New Start Date]. This decision has been made due to [brief explanation of reason, if applicable]. We appreciate your understanding and flexibility in this matter.

Please do not hesitate to reach out if you have any questions or require further information. We look forward to welcoming you to the team on your new start date.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]