

[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 hope this letter finds you well. I am writing to formally request a deferment of my job offer for the position of [Job Title] with [Company's Name]. I am excited about the opportunity and appreciate the confidence you have shown in me.

Due to [brief explanation of reason, e.g., personal circumstances, educational commitments], I would like to request a deferment of my start date until [proposed new start date or time frame]. I am fully committed to joining your team and believe that this additional time will allow me to fully dedicate myself to my role at [Company's Name].

Thank you for your understanding and consideration. I look forward to your positive response and am eager to contribute to the success of [Company's Name] in the near future.

Sincerely,

[Your Name]