

Letter of Proposal for Early Joining

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Job Title] at [Company Name]. I am excited about the opportunity to contribute to your esteemed team. I would like to formally accept the offer and propose an earlier joining date than specified in our discussions.

While my initial start date was set for [Original Start Date], I believe that I could be available to join as early as [Proposed Start Date]. This would allow me to commence my contributions earlier and align my onboarding process with the team's ongoing projects.

I am looking forward to your consideration of this proposal and hope to discuss it further. Thank you once again for this opportunity.

Best regards,
[Your Name]