

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

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

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally request a deferment of my acceptance for the [Job Title] position offered by [Company's Name] on [Date of Offer]. After careful consideration, I believe that a slight delay in my start date would enable me to make the most of this opportunity.

Due to unforeseen personal circumstances, I find myself needing additional time to prepare for this transition. I am sincerely enthusiastic about joining [Company's Name] and contributing to the team, and I want to ensure I can start my role ready and focused.

If possible, I would greatly appreciate a deferment of my start date by [number of weeks/months you are requesting]. I assure you that my commitment to joining your esteemed organization remains steadfast.

Thank you for considering my request. I am looking forward to your understanding and support. Please feel free to reach out to me if you need any further information.

Warm regards,

Your Name