

Acceptance Letter with Flexible Joining Date Request

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

[Recipient's Name]
[Recipient's Designation]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I would like to extend my sincere gratitude for this opportunity and for the confidence you have placed in me. I am excited to join such a dynamic team and contribute to the ongoing success of the organization.

While I am eager to begin my journey with [Company Name], I would like to kindly request a flexible joining date. Due to [briefly state the reason, e.g., "existing notice period at my current organization," "relocation arrangements," or "personal commitments"], I would greatly appreciate if my start date could be scheduled for [preferred joining date, e.g., "on or after July 15, 2024"].

I am confident that this additional time will allow me to complete all necessary obligations and ensure a smooth transition, enabling me to dedicate myself fully to my new role from day one. Please let me know if this proposed date is feasible or if any additional information is required from my end.

Thank you once again for this wonderful opportunity. I look forward to your understanding and am enthusiastic about contributing to [Company Name].

Yours sincerely,
[Your Name]