

Acceptance Letter for Job with Request to Change Joining Date

Subject: Acceptance of Job Offer and Request to Change Joining Date

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of **[Job Title]** at **[Company Name]**. I would like to express my sincere gratitude for this opportunity and for the confidence you have shown in me.

While I am very much looking forward to joining your esteemed organization and contributing to the team, I would like to kindly request a change in my joining date. Due to **[briefly state reason, e.g., prior commitments, personal circumstances, or relocation necessities]**, I am unable to start on the originally proposed date of **[Original Joining Date]**. I respectfully request that my start date be postponed to **[Proposed New Joining Date]**.

I sincerely hope that this change will be acceptable to you, and I assure you of my utmost commitment and enthusiasm for the role. Please let me know if any documentation or further information is required from my side regarding this request.

Thank you once again for this wonderful opportunity. I look forward to your understanding and am excited to begin my journey with **[Company Name]**.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email Address]