

Acceptance Letter for Job Offer with Joining Date Extension

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

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I would like to sincerely thank you for offering me the position of **[Job Title]** at **[Company Name]**. I am very enthusiastic about joining your team and contributing to the company's ongoing success.

I am pleased to formally accept this offer. However, I would like to kindly request an extension to the proposed joining date. Due to **[briefly state your reason, e.g., personal commitments, relocation process, or prior notice period obligations]**, I would appreciate it if my start date could be moved from **[Original Joining Date]** to **[Requested Joining Date]**.

I remain committed to this opportunity and am eager to bring my skills and enthusiasm to the role. I hope this modification will not cause any inconvenience, and I appreciate your understanding and consideration.

Please let me know if you need any additional information from my side or if there are forms or procedures I should complete beforehand. Thank you once again for your trust and support, and I am looking forward to joining **[Company Name]**.

Sincerely,
[Your Name]