

Acceptance Letter Format for Delayed Joining Date Request

Date: [DD/MM/YYYY]

To,
[Employee's Full Name]
[Employee's Address]
[City, State, PIN Code]

Subject: Acceptance of Request for Delayed Joining Date

Dear [Employee's Name],

We have received your request dated [Date of Employee's Request] regarding the postponement of your initial joining date from [Original Joining Date] to [New Agreed Joining Date] for the position of [Job Position] at [Company Name].

We appreciate your prompt and transparent communication concerning your joining schedule. We understand your situation and are pleased to inform you that your request for the delayed joining date has been approved. Accordingly, your new official joining date will be **[New Agreed Joining Date]**.

Please bring all necessary documents and report to [Reporting Officer/HR Name], at [Reporting Location/Office Address] by [Time, if applicable]. In case of any further queries or updates, feel free to contact us at [HR Contact Information].

We look forward to welcoming you to our team and wish you great success with us.

Sincerely,
[Your Name]
[Your Designation]
[Company Name]
[Contact Email & Phone Number]