

Acceptance Letter Response with Changed Joining Date

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer'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 your confidence in my abilities.

After careful consideration, I would like to kindly request a change in the proposed joining date. Due to [briefly state your reason, e.g., prior commitments/personal reasons/relocation requirements], I respectfully request to commence my employment on [new preferred joining date], instead of the original date of [original joining date].

I am highly enthusiastic about joining your team and contributing to [Company Name]. I hope this change will be acceptable, and I assure you of my commitment to a seamless transition.

Please let me know if this revised start date can be accommodated or if you require any further information from my end.

Thank you once again for this wonderful opportunity. I look forward to your positive response.

Sincerely,

[Your Name]