

# Offer Acceptance Letter for Employment with Joining Date Extension Condition

[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]

Subject: Acceptance of Job Offer with Request for Extension of Joining Date

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name], as outlined in your offer letter dated [Offer Date]. I am grateful for the opportunity to become a part of your esteemed organization and appreciate the trust you have placed in me.

After careful consideration, I would like to humbly request an extension for my joining date due to [briefly mention reason, e.g., personal commitments, notice period with current employer, etc.]. As per our discussion, I propose to commence my employment on [proposed new joining date] instead of the originally specified date of [original joining date]. I hope this revised date will be convenient and will allow for the necessary transition on both ends.

I would like to reaffirm my commitment to joining [Company Name] and contributing to the team. I am eager to bring my skills and experience to the organization and am confident that I will add value in my new role.

Thank you for your understanding and flexibility regarding my joining date. Please let me know if there are any documents or further formalities I need to complete prior to my start date.

I look forward to your positive confirmation and am excited to begin my journey with [Company Name].

Yours sincerely,  
[Your Name]