

## Sample Acceptance Letter for Job Offer with Joining Date Extension

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

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

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 wonderful opportunity and for your confidence in me.

I am enthusiastic about joining your team and contributing to [Company Name]'s ongoing success. However, due to [briefly state your reason, e.g., prior commitments, personal reasons, or the need to relocate], I kindly request an extension of my joining date. I would deeply appreciate it if I could start on [your proposed new joining date] instead of the originally scheduled date of [original joining date].

I apologize for any inconvenience this may cause and assure you of my commitment to making a positive impact from day one. If a later start date is possible, I am confident it will enable me to begin my new role with complete focus and dedication.

Thank you once again for this opportunity. Please let me know if the revised joining date can be accommodated, or if there is any additional information or documentation you require from my end.

I look forward to your confirmation and am excited to become a part of the [Company Name] team.

Sincerely,  
[Your Name]