

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

[Date]

[Hiring Partner Name]
[Law Firm Name]
[Firm Address]
[City, State, Zip Code]

Dear [Mr./Ms. Last Name],

I am writing to formally notify you that I have accepted an offer to serve as a Federal Judicial Law Clerk for the Honorable [Judge's Name] of the [Name of Court, e.g., United States District Court for the Southern District of New York]. The clerkship is scheduled to begin in [Month, Year] and will conclude in [Month, Year].

I am incredibly grateful for the offer to join [Law Firm Name] as an Associate and remain very excited about the prospect of practicing with your firm. I am writing to respectfully request a deferral of my start date until the completion of my clerkship term.

I believe the experience I gain in chambers will allow me to be a more effective advocate and contribute even more significantly to the firm's [Practice Area] group. I look forward to bringing the insights and skills I develop during this time back to [Law Firm Name] upon my return.

Please let me know if there are any specific forms or procedures I need to complete to formalize this deferral and my future start date. Thank you again for this opportunity and for your support of my professional development.

Sincerely,

[Your Signature]

[Your Printed Name]