

[Current Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Amendment to Employment Start Date

Dear [Employee Name],

This letter is to formally confirm a change to your start date with [Company Name].

As previously discussed, your new employment start date will be [New Start Date] instead of the originally planned date of [Original Start Date].

All other terms and conditions of your employment offer dated [Date of Original Offer Letter] remain the same. On your first day, please report to [Location/Department] at [Time] and ask for [Supervisor/Contact Person].

Please sign below to acknowledge your acceptance of this change and return a copy to [Email Address/Department] by [Date].

We look forward to having you join the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment:

I accept the revised start date of [New Start Date].

[Employee Signature]

[Date]