

START DATE MODIFICATION OFFER LETTER ADDENDUM

Date: [Date]

To: [Employee Name]

Dear [Employee Name],

This letter serves as a formal addendum to the offer of employment extended to you on [Original Offer Date] for the position of [Job Title] with [Company Name].

By mutual agreement, your employment start date has been modified as follows:

Original Start Date: [Original Date]

Revised Start Date: [New Date]

All other terms and conditions of your original offer letter, including compensation, benefits, and job responsibilities, remain unchanged and in full force and effect.

Please indicate your acceptance of this change by signing and returning this addendum by [Deadline Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Acceptance:

I accept the revised start date as outlined above.

Signature: _____

Date: _____