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advice women can trust
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Sender's Name
Address
City, Street Zip code

Date

Recipient's Name
Job Title
Company
Address
City, Street Zip code

[Mr./Ms.] [Last name]:

Thank you for offering me the position of [insert job title] with [insert company name], working out of the [insert location] office. I am excited to have this opportunity and feel that I will be a real asset to your team. I would love to accept the position, but need to request an adjustment to the start date before I can do so.

During our telephone conversation on [insert date], you mentioned needing me to start working on [insert date]. Due to a few pre-existing commitments, including working out a proper notice in my current position, I will not be able to begin the new position until [insert date]. If we can agree on this revised start date, I am prepared to immediately accept your offer of employment.

I am hopeful that the requested change can be made, as I am very eager to join [insert company name] as [a/an job title]. Please let me know if a start date of [insert desired start date again] is acceptable within [insert the time frame you need to know in order to begin on that date]. You may reach me at [insert phone number] or [insert email address].

Again, I really appreciate the invitation to join [insert company name]'s team. I eagerly anticipate your answer, and will reply immediately upon receiving your response.

Sincerely,

[Insert your name]