

Start date change letter

<EMPLOYEE NAME>
<EMPLOYEE ADDRESS>

<DATE>

Dear <EMPLOYEE NAME>,

I am writing you to confirm your new start date with <COMPANY NAME> as <NEW START DATE>.

Your other terms and conditions remain unchanged.

Please do not hesitate to contact us if you have any questions.

Yours sincerely,

<HR NAME
HR TITLE>

<MANAGER NAME
MANAGER TITLE>