--------------------------------------------VERSION--1--------------------------------------------

Hi \*\*\*

          Thank you for offering me the position of Technical Lead with Wipro. It is a great pleasure for me, to joining with Wipro at the earliest, but I am writing this mail to extend my joining date.

    As per offer letter by Wipro, I need to join by *1st January 2014*. But, as per my current company (HCL Technologies) rules, I need to serve a notice period of three months. Therefore, I request you to please extend my joining date to 23rd January 2014

I am eager to join your team and make a positive contribution to the company.

Therefore, I request you to please extend my joining date to 23rd January 2014.

Kindly accept my request and confirm. Thank you!

Yours Sincerely,

Ravindra K

--------------------------------------------VERSION--2---------------------------------------------

Hi \*\*\*

Thank you for offering me the position of Technical Lead with Wipro. It is a great pleasure for me, to join Wipro at the earliest, but I am writing this mail to extend my joining date.

As per offer letter by Wipro, I need to join by *1st January 2014*. But, as per my current company (HCL Technologies) rules, I need to serve a notice period of three months. Therefore, I request you to please extend my joining date to 23rd January 2014 from 1st Jan 2014.

I am eager to join your team and make a positive contribution to the company.

Kindly accept my request and confirm. Thank you!

Note : Currently I am in discussion with my manager on pre-release(my project yet to kick start). If I get early release, I do the communication on the same to join early.

Yours Sincerely,

Ravindra K

--------------------------------------------VERSION--3---------------------------------------------

Hi Team,

Thank you very much for your quick responses and for the offer letter. I am quite excited to join hands with Wipro Technologies.

I have gone through the offer letter. All the details are fine to me except joining date.

In the offer letter my On-Boarding/Joining date with Wipro Technologies mentioned as 1st Jan 2014 which is 70 days away from today. My current organizations have 90 days of notice period, which I have to. Hence for now, I assume my last working day would be 20th January 2014.

However by looking at the current situation in the project, I think I may get an early release. If any changes in that, I will keep you posted on this accordingly.

It would be really great if you can give me an updated On-Boarding/Joining date with Wipro Technologies after my last working day.

In case if you need any info/have queries Plz do not hesitate to revert back.

Thank you very much in advance.

Yours Sincerely,

Ravindra K