

Insert or write the address of the sender]

[Insert or write the date]

[Insert or write the name of the recipient]

[Insert or write the post of the recipient]

[Insert or write the name of the company]

[Insert or write the address of the company]

Subject: Request for delay of joining the service

Dear Sir / Madam,

It is really happy news for me that I have been selected for the position of [position] in your company. I had never thought that I will be your best candidate. I feel myself proud that I have been chosen among [number] of candidates who had come for the interview on the day of [interview].

I am really grateful for the opportunity that you are providing me in your company. For your confirmation, I received the offer letter on [date] and that is yesterday. I had been going through the offer letter since then. I am ready to join your organization but I need some more time. I would like to request you about changing the joining date from [old joining date] to [new old joining date]. I would be very grateful.

Currently, I have another offer letter from another company with a similar job profile. it has led me to confusion. I cannot decide what to do next. I am in process of understanding the policies of both companies. It is my urgent request that if you could arrange a meeting for me then I would be easily clearing my doubts with you regarding the policies of your company.

I would like to highlight you on the fact that the information you have displayed under job description in [Jobsite name] related to [company name] is not matching with what you have mentioned in the offer letter.

I would like to inform that I was expected to [mention the responsibilities in the jobsite]. But the information that you have mentioned in the offer letter for the position of [designation] is not actually understandable for me.

I would request you to review the offer letter once again sent by you on [date] and contact me for further clarification on [contact number].

I would be waiting for your response.

Thanking You,

Yours Faithfully,

[your name]