

Postpone Job Offer Sample Letter

To,
XYZ Industries
Sec-6
Vasundhara

Subject: Job Offer Postponement Letter

From,
Ms. Shruti Sinha
Ajnara, 5
Delhi

Date: 7th January 2020

Dear Sir/Madam

This letter is sent to you in continuation of the letter sent on 5th January 2020, Monday. Our company has introduced a different hiring pattern due to which I will have to postpone the date of the job offer sent to you. I express my sincere apologies for this. The rescheduled date will be informed to you shortly.

Sincerely,

Raghuvar Das
HR, XYZ Industries