Postpone Job Offer Sample Letter

From,

Ms. Shruti Sinha Ajnara, 5

Delhi

Date: 7th January 2020 To,

XYZ Industries Sec-6 Vasundhara

Subject: Job Offer Postponement Letter 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