

Joining date extension and amended offer letter

Fictional sample for editing and authorised review

FICTIONAL FILLED SAMPLE - JOINING-DATE AMENDMENT

Amendment reference: DEMO/AMEND/2026/011

Issued on: 30 September 2026

Dear Arjun Mehta,

This letter records the agreed amendment to the offer issued by Oak Demo Operations Private Limited under reference DEMO/OPS/2026/088 dated 14 September 2026, which you accepted on 18 September 2026 for the position of Operations Analyst in Bengaluru, reporting to Manager Shalini Rao.

Original joining date: 1 October 2026.

Revised joining date: 19 October 2026.

The reason recorded for this agreed change is additional time to complete the candidate's existing handover commitments. This explanation is included for the employment record and does not create any obligation for the previous employer.

The monthly gross fixed salary remains INR 58,000, as stated in the referenced offer. This amendment does not increase salary, create a joining bonus or promise payment for the days before the revised employment start date. Payroll must confirm the initial partial-month calculation using the actual accepted employment terms.

The position, reporting manager, Bengaluru work location and compensation rate remain as described in the referenced accepted offer. Any effect on verification deadlines, benefits eligibility, probation timing or other employment dates must be confirmed through the employer's reviewed terms; this letter does not silently decide those matters.

Please report at 09:30 on 19 October 2026 to the Bengaluru reception for the revised induction. The earlier 1 October induction booking will be replaced. Confirm your acceptance of this joining-date amendment by 5 October 2026.

The original accepted offer and this amendment must be retained together. This document amends the joining date and revised reporting instructions only, subject to the approved terms described above.

Employer signatory: Sana Iyer, People Operations Lead, demonstration signature line.

Candidate confirmation: Arjun Mehta, signature and date.