Job Offer Extension Letter



will allow me the necessary time to carefully review the details of the offer, seek advice from my mentors, and address any questions or concerns that I may have.

I assure you that I am genuinely interested in joining the [Company Name] team and believe that my skills and experience would make a positive impact on the company's continued success. The additional time will only serve to reinforce my commitment to the position and provide me with the confidence to accept the offer wholeheartedly.

Once again, I am sincerely grateful for this job offer and the confidence you have shown in my abilities. I genuinely appreciate your understanding regarding my request for an extension, and I hope it will not cause any inconvenience.

Thank you for your time and consideration. I am looking forward to your positive response.

Best regards,

[Your Name]