

Job Offer Extension Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my sincere gratitude for the job offer extended to me for the position of [Job Title] at [Company Name]. I am thrilled and honored to have been selected for this opportunity.

Before proceeding, I would like to express my appreciation for the time and effort invested by you and the entire [Company Name] team throughout the interview process. Your professionalism and enthusiasm about the company and the role were evident and have further solidified my belief that [Company Name] is the ideal workplace for me.

While I am genuinely excited about the job offer, I find that I need a bit more time to evaluate the entire compensation package and to ensure that this decision aligns with my long-term career objectives. The decision to accept a job offer is a significant one, and I want to make sure that I make the right choice for both myself and [Company Name]. I am confident that a few additional days will be sufficient for me to make an informed decision.

Therefore, I kindly request a job offer extension until [Proposed New Decision Date]. This extension

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]