

Job Offer Letter Extension

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend your job offer for the position of [Job Title] at [Company Name]. After careful consideration, we would like to provide you with additional time to complete the necessary paperwork requirements related to your employment.

Please note that we are extending the deadline for submitting the required documentation until [New Deadline Date]. We understand that this additional time may assist you in gathering all of the needed information.

Should you have any questions or require further assistance, please do not hesitate to reach out to us at [Contact Information]. We look forward to welcoming you to our team.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]