

Job Offer Letter Extension

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to follow up on the job offer we extended to you for the position of [Job Title] at [Company Name] on [Original Offer Date]. We understand that you need additional time to make your decision regarding this offer.

To accommodate your needs, we are pleased to extend the acceptance deadline for your offer to [New Acceptance Deadline Date]. We believe that this extension will give you ample time to consider your options.

Please let us know if you have any questions or if there's anything else we can assist you with during this process. We are excited about the possibility of you joining our team and look forward to your positive response.

Thank you for considering this offer.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]