

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 officially inform you of a delay in the approval process concerning your job offer for the position of [Job Title] at [Company Name].

Due to unforeseen delays in obtaining departmental approvals, we are extending the acceptance deadline for your offer. The new deadline for your response is now [New Deadline Date]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we finalize the necessary procedures.

Please feel free to reach out to us at [Contact Information] if you have any questions or require further clarification.

Thank you for your patience, and we look forward to having you join our team!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]