

# 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 inform you that we would like to extend your job offer for the position of [Job Title] at [Company Name]. Due to ongoing contract negotiations, we are unable to finalize your start date at this time.

We appreciate your patience and understanding during this process. We are committed to resolving these matters promptly and will keep you updated on any developments.

In the meantime, please feel free to reach out to us if you have any questions or concerns.

Thank you for your continued interest in [Company Name]. We look forward to welcoming you aboard once the negotiations are completed.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]