

# 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 would like to inform you that due to unforeseen circumstances, we need to extend the offer for the position of [Job Title] at [Company Name]. The original offer was set to expire on [Original Expiry Date], and we are now extending this to [New Expiry Date].

We appreciate your understanding and continued interest in joining our team. Please take your time to consider this opportunity, and feel free to reach out if you have any questions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]