

Job Offer Letter Extension

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are excited to extend an offer for the position of [Job Title] at [Company Name]. After careful consideration, we understand the need for your relocation and are happy to provide you with some additional time to finalize your decision.

As discussed, we are extending the deadline for your acceptance of this offer. You now have until [New Deadline Date] to respond. We truly value the skills and experiences you would bring to our team and want to ensure you have sufficient time to manage your relocation.

Should you have any questions or need further assistance during your decision-making process, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our offer. We look forward to your positive response and hope to welcome you to [Company Name] soon!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]