

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my sincere gratitude for extending the job offer to me for the position of [Job Title] at [Company Name]. I am very excited about the opportunity and the possibility of joining such a reputable organization.

Currently, I am in the process of evaluating multiple job offers, and I would like to kindly request additional time to consider my options thoroughly. I believe that this decision will ultimately lead to the best outcome for both myself and your team.

If possible, I would greatly appreciate an extension of [specific time frame, e.g., one week] to make my final decision. This would allow me to ensure that I make an informed choice regarding my career path.

Thank you for considering my request. I look forward to hearing from you soon.

Warm regards,

[Your Name]