

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I want to express my sincere gratitude for the job offer for the position of [Job Title] at [Company's Name]. I am very excited about the opportunity and appreciate the trust you have placed in me.

However, I would like to request a short pause on my acceptance of the offer. Due to [brief reason for the request, e.g., personal circumstances, other job considerations], I believe it would be beneficial for me to take a little time to ensure I can make the best decision for both myself and the company.

If possible, I would appreciate [a specific time frame, e.g., additional one week] to fully evaluate my situation. I am genuinely enthusiastic about the possibility of joining your team, and I want to ensure I am ready to commit wholeheartedly.

Thank you very much for considering my request. I look forward to your understanding and hope to discuss this further.

Warm regards,

[Your Name]