

Job Offer Response Timeline

Dear [Candidate's Name],

Thank you for considering our job offer for the position of [Job Title] at [Company Name]. We are excited about the possibility of you joining our team.

To facilitate your decision-making process, we would like to provide you with a timeline for your response:

- **Offer Date:** [Date of Job Offer]
- **Response Deadline:** [Response Deadline Date]
- **Final Decision Date:** We expect to finalize our hiring process by [Final Decision Date].

Please let us know if you have any questions or need further information to help you make your decision. We look forward to hearing from you soon.

Warm regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]