

# Job Offer Holding Off Confirmation

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to start by expressing my sincere appreciation for the job offer for the position of [Job Title] at [Company Name]. I am truly excited about the opportunity to work with your esteemed team.

After careful consideration, I would like to request a little more time before confirming my acceptance of the offer. I am currently evaluating all my options to ensure I make the best decision for my career.

I anticipate being able to provide you with a final decision by [Proposed Date]. Thank you for your understanding and patience during this time. I truly appreciate the opportunity and look forward to staying in touch.

Sincerely,  
[Your Name]  
[Your Contact Information]