

Job Offer Postponement Letter

Employee Name
Employee Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager'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 Name]. It is an exciting opportunity, and I am genuinely enthusiastic about joining your team.

However, after careful consideration, I would like to request a postponement in my acceptance of the offer. Due to [a personal situation/another opportunity/etc.], I need some additional time to make an informed decision. I greatly appreciate your understanding and support during this time.

If possible, I would like to request an extension until [specific date] to provide my final decision. I assure you that [Company Name] remains my top priority, and I am eager to contribute to the team's success.

Thank you for your understanding. I look forward to your response.

Sincerely,
[Your Name]