

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to express my sincere gratitude for the offer to join [Company Name] as a [Job Title]. I am very excited about the opportunity to contribute to your esteemed team.

After careful consideration, I would like to kindly request additional time to evaluate the job offer. I want to ensure that I make a well-informed decision that aligns with both my professional goals and personal commitments.

If possible, I would appreciate an extension of [specific duration, e.g., one week] to review and contemplate the details of the offer.

Thank you for your understanding, and I look forward to your positive response.

Warm regards,

[Your Name]

[Your Phone Number]

[Your Email Address]