

Employment Offer Extension Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to formally extend your employment offer for the position of [Job Title] at [Company Name]. We are excited about the prospect of you joining our team.

Your initial offer was set to expire on [Original Expiration Date]. However, we would like to extend this offer until [New Expiration Date] to allow you additional time to consider this opportunity.

The terms of the offer remain the same, which include:

- Position: [Job Title]
- Salary: [Salary Amount]
- Start Date: [Start Date]
- Benefits: [Brief Description of Benefits]

Please feel free to reach out if you have any questions or need further clarification regarding this offer. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]