

## **Subject: Request for Job Offer Extension**

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my gratitude for the job offer to join [Company Name] as a [Job Title]. I appreciate the opportunity and am excited about the potential to contribute to the team.

However, after careful consideration of my career goals and personal circumstances, I would like to request an extension of the job offer deadline. I believe that this additional time would allow me to make a more informed decision and ensure that I can fully commit to the role in alignment with my long-term career aspirations.

I am genuinely enthusiastic about the possibility of working at [Company Name] and would greatly appreciate your understanding in this matter. Please let me know if this is feasible and if we can discuss a potential new deadline.

Thank you once again for your understanding and for the opportunity. I look forward to your response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]