

# Deferred Job Offer Acceptance

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my sincerest gratitude for offering me the position of [Job Title] at [Company Name]. I am excited about the opportunity and appreciate the confidence you have shown in me.

However, after careful consideration, I would like to request some additional time to make my final decision. I want to ensure that I am fully prepared to commit to this new role and would appreciate the chance to reflect on the offer further. Could you please let me know if it would be possible to have until [proposed date] to give you my final response?

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]