

Letter of Reconsideration for Job Offer Acceptance

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

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

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally reconsider the job offer for the position of [Job Title] that I received on [Offer Date]. After careful consideration, I would like to discuss my acceptance of the offer, as I have some thoughts I would like to share.

While I am very excited about the opportunity to join [Company Name] and contribute to [specific goals or projects], I would like to revisit a few points regarding [specific concerns or requests related to the job offer].

I am truly passionate about [Company/Industry] and believe that my skills in [mention any relevant skills or experiences] would be an asset to the team. I would greatly appreciate the opportunity to discuss this further.

Thank you for considering my request. I look forward to hearing back from you soon.

Sincerely,
[Your Name]