

Reconsideration Request for Employment Offer

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 would like to express my gratitude for the opportunity to join [Company Name] as [Position Title]. However, after careful consideration, I feel compelled to request a reconsideration of the offer.

Due to [brief explanation of your reason--e.g., personal circumstances, additional compensation, etc.], I kindly ask if we could revisit the terms of the offer. I firmly believe that my skills in [mention relevant skills or experiences] would be a valuable addition to your team.

Thank you for taking the time to consider my request. I am very enthusiastic about the possibility of contributing to [Company Name] and would appreciate the opportunity to discuss this matter further. I look forward to your response.

Sincerely,
[Your Name]