

Job Offer Confirmation Advisory

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Advisory on Job Offer Confirmation

Dear [Recipient's Name],

Thank you for extending the job offer for the position of [Job Title] at [Company Name]. I appreciate the opportunity and the time involved in the interview process.

After careful consideration, I would like to request some additional time before confirming my acceptance of the job offer. I want to ensure that this decision aligns well with my career goals and personal circumstances.

I hope to have an answer by [Proposed Date]. Thank you for your understanding and support in this matter.

Best regards,

[Your Name]

[Your Contact Information]