

Subject: Request to Postpone Job Offer Reply

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally request a postponement for my response to the job offer for the position of [Job Title] at [Company Name], which was extended to me on [Date of Job Offer].

Due to [brief reason for postponement, e.g., personal circumstances, needing more time for consideration], I would greatly appreciate the opportunity to have an additional [specific time frame, e.g., week or two] to evaluate my decision thoroughly.

Thank you for your understanding and consideration. I genuinely appreciate the opportunity to join [Company Name] and am looking forward to providing my response by [new proposed date].

Best regards,

[Your Full Name]

[Your Phone Number]

[Your Email Address]