

Subject: Update on Your Job Offer Feedback

Dear [Candidate's Name],

We hope this message finds you well. We want to extend our sincere appreciation for your patience as we finalize our decision regarding your job offer for the [Job Title] position.

Due to unforeseen circumstances, including [brief reason for the delay, e.g., internal discussions, additional evaluations], the feedback process has taken longer than we anticipated. Please rest assured that we are committed to ensuring a thorough review and providing you with a fair assessment.

We expect to have an update for you by [specific date or timeframe], and we appreciate your understanding during this time. Should you have any further questions or need assistance, feel free to reach out.

Thank you once again for your patience and understanding.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]