

Professional letter extending a job offer deadline

Subject: Extension of Job Offer " [Candidate Name]

Dear [Candidate Name],

We hope this message finds you well. We are writing to inform you that the deadline to accept your job offer for the position of [Job Title] at [Company Name] has been extended to [New Deadline Date].

This extension is provided to give you additional time to consider the offer and address any questions you may have. Please confirm your decision by the revised deadline.

We look forward to welcoming you to our team.

Best regards,

[Sender Name]

[Position]

[Company Name]

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