

Warm and encouraging extension letter

Dear [Candidate Name],

We are thrilled about the prospect of you joining [Company Name] as our [Job Title]. Understanding that such a decision is important, we are extending your offer acceptance deadline to [New Deadline Date].

Please take the time you need to make the best decision for yourself. We are looking forward to having you onboard and hope this extension helps you feel comfortable with your choice.

Warm regards,

[Sender Name]

[Position]

[Company Name]

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