



Acceptance Deadline Extension & Offer Timeline Request – Sample Messages

If you're conducting a diligent internship or job search, there is a chance you'll receive or hope to receive multiple offers, which may have conflicting timelines. You might receive an offer with a deadline to accept, while you're still waiting to hear back from another employer. Read on for some sample messages to request an extension on an acceptance deadline, or information on a hiring timeline for a preferred role.

Subject: Thank you for your offer!

Dear **Ms. Anderson**,

I am writing to thank you for your offer for the position of _____. I am honored by your offer, and while I'm excited by the possibility of working for _____, I'm hoping you'll allow me a bit of extra time to review and consider.

At this time, I respectfully ask you for the favor of a short extension of my acceptance deadline. You have requested my decision by today, **Monday, October 28**, but I'm hoping you'll allow me to respond on or before **Friday, November 3**.

Thank you very much for your time and consideration. I look forward to hearing from you.

Sincerely,
Mary Marquette

Subject: Thank you for your offer!

Dear **Mr. Smith**,

I am writing to thank you for your generous offer of a full-time position with _____. I am honored by your offer, and while I am very excited about this opportunity, I'm also in the hiring process with other companies, and I'd like to respectfully ask you for the favor of a two-week extension of my acceptance deadline. You have requested my decision by **Friday, April 13**, but I'm hoping you'll give me until **Friday, April 27** to respond to your offer.

Thank you very much for your time and consideration. I look forward to hearing from you.

Sincerely,
Ethan Eagle

Subject: Position Title

Dear **Ms. Jones**:



I am writing to thank you for your offer for the position of _____ with **Company**. I'm excited by the possibility of working for **Company**, and I'm hoping you'll allow me time to consider and respond. I respectfully ask for the opportunity to respond on or before **Thursday, September 14**.

Thank you very much for your time and consideration. I look forward to hearing from you.

Sincerely,
Gregory Golden

Subject: Hiring Timeline & Advice (to Hiring Manager or Recruiter)

Dear **Mr. Hernandez**,

I'm hoping you might be able to give me your good advice. As you know, **Company** is my first choice for a full-time job when I graduate. But, I had a number of interviews after the Career Fair and have already received an offer with an acceptance deadline of **October 18**. I will write to ask for a two-week extension, but I'm not sure at this time that I will be granted one.

I write to ask if there any way you can tell me when I will hear back from you and/or what my chances are for an offer. I believe it to be unethical to accept a position with a company and then decline if I might get an offer from you. It's really hard to weigh the risks, so I'm asking for any help you can give me.

Thank you,
Mary Marquette

Subject: Position Title (to Hiring Manager or Recruiter)

Dear **Ms. Anderson**,

I hope you're doing well and I'm writing regarding the position of _____ which I interviewed for on _____. I especially enjoyed _____ about my conversation with the interview committee. **Company** is definitely my first choice for my next career step. However, I've also recently interviewed with other companies, as well, and just today received an offer. I'm hoping you might tell me if there may still be the possibility of an offer forthcoming and what your hiring timeline might be, so I can negotiate an acceptance deadline extension with the other company.

Thank you very much for your help.

Sincerely,
Ethan Eagle
