

Subject: Request for Extension of Time on Employment Offer

Dear Steve,

Thank you very much for your offer of employment as a Manager Trainee with XYZ Corporation. I am very interested in the position and I am flattered to receive an offer from such an outstanding company.

As you know, I am interviewing with several companies this semester and considering several opportunities. The position with XYZ offers the long-range opportunity I am seeking, but I want to be sure that I am making the right decision. I know you expend tremendous resources to hire and train a new employee, and I want to make sure this decision will be a long term one.

May I extend my offer of employment until May 1, 2016? Please let me know as soon as possible. Thank you again.

Sincerely,

Phil A. Position