



How to ask for more time to consider another offer

Dear [Hiring Manager],

Thank you so much for the opportunity to join [Company]. I am very excited about the offer, but I would like to ask for more time before I give you my answer. I have received an offer from another company, and I want to ensure I give both parties my full attention. If agreeable, I will get back to you within a week.

Thank you for your understanding,

[Your Name]

How to negotiate for a better job offer

Dear [Hiring Manager],

Thank you so much for the offer to join [Company]. I am very excited by the opportunity; however, I also have an offer from a different organization. Though your company is my first choice, this other position is offering [a higher salary, more PTO, a flexible schedule, whatever is most important to you]. If you can match or exceed their offer, I would be fully prepared to accept the terms of your offer.

Again, I am highly interested in this opportunity. I look forward to achieving great results at [Company Name]!

Best,

[Your Name]





How to turn down a job offer professionally

Dear [Hiring Manager],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I truly appreciate the time everyone took throughout the interview process and enjoyed meeting the team.

Though it was a difficult decision, I must decline the offer.

It was my pleasure to learn more about [Company] and the role, and I sincerely hope you find the right candidate.

I would like to keep in touch with you in case an opportunity arises in the future. You can always contact me at [your email and phone number].

Thank you again,

[Your Name]

