

“Received a Job Offer” Template

The following template will help you inform a company that you received another offer and before accepting or declining would like to try to finish the process with them

Notes:

- The tone takes the form of, “I don’t want to rush you, but don’t want to lose the other job waiting”
- Meant to politely inform your ideal employer that you had just received an offer from another employer
- The goal is to encourage the 1st choice employer to move their process quickly so you can finalize the interviewing process with employer #1 (instead of just accepting the 1st offer)

Recommended Subject: An Offer I Received

Hi _____,

I wanted to inform you that I received an offer yesterday. This puts me sort of on a time clock.

I understand that I was one of the first candidates you saw, however since that time, I am hoping that you have not found anyone you feel could perform at the level I could.

I am confident that the dynamic I would bring to the **{COMPANY NAME}** would sustain lasting revenue and enhance the brand recognition.

While I don’t want to rush your decision, I was wondering if you would consider having the last interview with me? Thank you for everything and hopefully I can hear from you soon.

