

[Date]

[Hiring Manager Name]

[Department Name]

[Company Name]

Subject: Extension of Recruitment Timeline for [Job Title] - [Requisition Number]

Dear [Hiring Manager Name],

I am writing to formally request an extension for the recruitment timeline regarding the [Job Title] position. The original completion date was scheduled for [Original Date]. We are proposing a new completion date of [New Date].

This extension is necessary due to the following reasons:

- [Reason 1: e.g., High volume of applications requiring additional screening time]
- [Reason 2: e.g., Scheduling conflicts with key interview panel members]
- [Reason 3: e.g., Need to expand the candidate search to additional platforms]

Our goal remains to identify the highest quality candidate for your team. This additional time will allow us to conduct a thorough evaluation of the remaining shortlist and ensure the best possible match for the department.

The revised milestones are as follows:

- Final Interviews: [Date]
- Reference Checks: [Date]
- Offer Extension: [Date]

Please let me know if you have any concerns regarding this adjustment. We appreciate your patience and continued collaboration.

Best regards,

[Your Name]

[Your Title]

[HR/Recruitment Department]