

**Subject:** New Job Offer — Please review attached offer letter

**From:** "HR Recruiter" recruiter@careers-global.com

**To:** user@example.com

**Body:**

Dear Candidate,

Congratulations — we would like to offer you the position. Please open the attached offer letter and sign to proceed. Return the signed copy within 3 business days.

Best regards,

HR Team

**Attachment:** [Offer\\_Letter.docm](#) (macro-enabled document)