Dear [Recipient's Name],

I am pleased to extend our warmest congratulations on your successful application for the position of [Job Title]. After careful consideration of your qualifications and experience, we are delighted to offer you the opportunity to join our team.

Your appointment is a testament to your capabilities and potential contributions. We are excited about the prospect of working together and believe that you will make a valuable addition to our team.

As discussed, your starting salary will be as discussed, with benefits including.Please review the attached offer package for further details.

We kindly request that you confirm your acceptance of this offer by [Acceptance Deadline], and we look forward to welcoming you aboard as a valued member of our team.

Sincerely,

Trusted On Boarding Bot