**Job Offer Email Format**

| Subject: Job Offer for [mention the position] at [mention company’s name]  Mr./Ms. [insert last name of candidate],  On behalf of [insert your company's name], I am glad to extend the following offer of employment to you. You have been chosen as the top candidate for the post of [insert job title]. Congratulations!  We believe your knowledge, talents, and experience would be an excellent fit for our [insert department name here] team. We hope you enjoy your new position and contribute significantly to the overall success of [insert your company's name].  Please take the time to review our proposal. It contains crucial information regarding your salary, benefits, and the terms and circumstances of your upcoming job with [insert your company's name].  **Position**  [insert your company's name] is giving you the position of [insert job title] as [insert suitable option: full time/part time/etc.]. You will report to [insert immediate manager/supervisor role title] in this position.  **Working hours**  This is a [insert relevant option: full time/part time/etc.] position with a weekly workload of around [insert appropriate amount] hours. From [insert appropriate weekday] to [insert appropriate weekday], you'll have a regular weekly schedule.  Hours of labor are expected to range from [enter desired hour] to [insert desired hour].  **Compensation**   * [Insert your company's name] is offering a salary of [insert suitable dollar/euro number] per [year/hour,/etc.] for [insert job title] position. You will be paid [insert suitable option: weekly/monthly/etc.] on a weekly/monthly/etc. basis. * Bonus [Insert your company's name] is also offering [insert a brief description, terms and conditions of your bonus system if available] as part of your compensation. * Benefits You will be eligible for [insert a list of benefits your firm offers, such as health/life/disability/dental insurance; stock options; profit sharing; etc.] as an employee of [insert your company's name].   **Commencement date**  Your employment will begin on [enter desired date] as we discussed.  **Location**  You'll be based at [insert your firm's office address], although you may be expected to work at other locations as needed by the company.  Please sign this agreement and return it to me before [insert suitable date] to express your acceptance of these conditions and this offer.  We're excited to have you join the [insert your company's name] team. Please do not hesitate to contact me by email [insert your email address] or phone [enter your phone number] if you have any queries or require extra information.  Sincerely,  [insert your first name and last name]  [insert your job position title]  [insert your company’s name] |
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OR

| Subject: [Company Name] Offer  Hello, [name],  We've all had a great time talking with you and getting to know you over the previous few weeks. Your history and approach have impressed the team and I, and we would like to formally offer you a position as a [job title] at [business name].  We can give you a base salary of [Rs. X] each year [bonus and equity details, if appropriate]. We provide [details of perks] and [number of vacation days] per year. We can talk about start dates depending on your availability, but we'd love to have you start [as soon as possible / on XYZ day].  If you have any queries or would like to explore the offer further, please contact me. We'd love to have you on board as a member of our team!  [Your name here] |
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