



{{CANDIDATE-NAME}}

📞 PHONE NUMBER

✉ EMAIL

📍 123 Anywhere St., Any City, ST 12345

Dear {{candidate-name}},

It is my pleasure to extend you an offer to join us as a {{opening}}. We would love to have you join us at our {{opening-location}} office on {{start-date}}

The total pay offered to you will be {{salary}}.

Welcome aboard! Let's build great things together.

Please convey your acceptance by e-signing this document before {{offer-expiry-date}}.

Regards,
For {{company-name}}

{{offer-signatory-esign}} {{candidate-esign}}

{{offer-signatory-name}}

Sincerely,

Signature