

To: hiringmanager@example.com

Subject: Job Offer Letter

Dear Hiring Manager,

Thank you so much again for offering me the job of software engineer. I'm very excited about the role and looking forward to being a part of the team at your company.

Although I was selected in the campus interview happened at LNCT, Bhopal on 24/11/2020 and was informed that I would get my offerletter before 27/11/2020, but its 27/11 and I still haven't got it. I would like to know when can I expect to receive the offer letter? I'd love to review it and understand the timeline by which I must make my decision.

I look forward to hearing from you soon.

Sincerely,

Ishita Kaur Arora

Ishita Kaur Arora,
123 Main Street,
XYZ Town, Bhopal 462023
Email: iwinner21@gmail.com
Cell: 555-555-5555