



Email subject line: [Company\_name] job offer / Job offer from [Company\_name]

Dear [Candidate\_name],

We're delighted to extend this offer of employment for the position of [Job\_title] with [Company\_name]. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be [Start Date] or another mutually agreed upon date, and you would report to [Manager\_name].

Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by [date]. In the meantime, please feel free to contact me or [Manager\_name] via email or phone at [provide contact details], if you have any questions.

We are all looking forward to having you on our team.

Best regards,

[Your name]

[Signature]