TEMPLATE: JOB OFFER EMAIL

Email Subject Line: [Company Name]: Enclosed Is Your [Job Title] Offer Letter

Hi [First Name],

It is my pleasure to offer you the position of [Job Title] at [Company Name]!

Our team was extremely impressed by you during the interview process, and we are excited to have you join the company. We believe your skills and experience will make an excellent addition to the [Department] team.

Please review the following offer details carefully.

Position

The position is a [Full-time/Part-Time/Temporary] role as [Job Title] at [Company Name]. In this position, you will report to [Direct Manager] in [Department].

As a [Full-Time/Part-Time/Temporary] employee, the position requires [Hours/Week]. Your working hours will be [Start Time — End Time] with a [30-Minute/Hour] break for lunch.

Your first day will be [Month, Day, Year].

Compensation

[Company Name] will compensate you [Dollars] per [Hour/Week/Year/Etc.] for the stated position.

Benefits

With the position and as an employee of [Company Name], you will receive the following benefits:

Medical Insurance; Stock Options; 401K Matching; 15 Days of PTO; Dental and Vision Insurance [Add or Remove Benefits]

In addition to these benefits, [Company Name] is also proud to offer its employees [List of Perks].

Attached is your full offer letter. Please sign it to indicate your agreement and acceptance of this offer, and email it back to me by [Date].

We look forward to welcoming you to the [Company Name] team. If you have any questions regarding the attached offer, please contact me directly at [Phone Number].

Best,

[Your Name]

[Your Email Signature]