

Offer Letter Email

[offer-date]

Dear [candidate-first-name],

I am pleased to offer you the position of [position-name] at [company-name]. This offer is contingent upon a successful background check. We are very excited to have you join the [company-name] team. This letter confirms the following details of the offer:

- Your start date for this role will be [start-date].
- [reports-to] will be your direct supervisor and will coordinate your onboarding and training.
- This is a [position-type] position.

You will be paid a starting annual salary of \$[base-annual-salary] per year.

You will be paid every [pay period].

In addition to your base salary, we offer the following benefits to [position-type] employees:

[List all applicable benefits for the offer. Some examples may include:

- Medical Insurance
- Dental, Vision, Life and Short/Long Term Disability Insurance
- Flexible Time Off Policy
- 401(k) Retirement Plan]

Once again, we are excited to have you join the [company-name] team and we look forward to working with you.

Thank you,

[recruiter-full-name]

This offer is valid through [valid-through-date].