

3 Formal Job Offer Letter Email Template

Standard Job Offer Email Template

Subject: Exciting Job Offer from [Company Name]

Hi [Candidate's Name],

We are thrilled to offer you the position of [Job Title] at [Company Name]. We were impressed with your skills and experience, and we believe you will be a great fit for our team.

Here are the details of the offer:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Start Date:** [Proposed Start Date]
- **Salary:** [Salary Details]
- **Benefits:** [Brief Overview of Benefits]

Please review the attached document for more information about your role and the terms of employment. If you have any questions or need further clarification, feel free to reach out.

We are excited to have you join us and look forward to your positive response. Please let us know your decision by [Response Deadline].

Thank you and welcome aboard!

Best regards,

[Your Full Name]

[Your Job Title]

[Company Name]

[Contact Information]

Job Offer Email Template for Internships

Subject: Internship Offer - [Your Company] - [Intern Name]

Hi [Intern Name],

We're thrilled to offer you an internship position at [Your Company] as a [Internship Title]! We were really impressed with your skills and enthusiasm during the interview process and believe you'd be a great addition to our team.

Here are the details of your internship:

- **Position:** [Internship Title]
- **Department:** [Department Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Duration:** [Number] weeks/months
- **Stipend:** [Amount] per [Week/Month]
- **Reporting Manager:** [Manager's Name]

During your internship, you'll have the opportunity to:

- Work on [Specific Project/Tasks]
- Learn about [Specific Skills/Technologies]
- Receive mentorship from experienced professionals.

We believe this internship will provide you with valuable experience and a chance to grow your skills in a supportive environment. We also want to mention that successful internships can lead to full-time opportunities at [Your Company].

Please find attached a formal offer letter with more details about the role and our company policies. Kindly review it carefully.

To accept this offer, please sign and return the offer letter by [Acceptance Deadline].

We're excited about the possibility of you joining our team! If you have any questions, please don't hesitate to reach out to me or [Contact Person] at [Contact Information].

Best regards,

[Your Name] [Your Title] [Your Company]

Job Offer Email Template for Executive Positions

Subject: Exciting Opportunity: [Job Title] Offer at [Company Name]

Dear [Candidate's Name],

I hope this message finds you well. We are thrilled to offer you the position of [Job Title] at [Company Name]. Your expertise and leadership skills align perfectly with our goals, and we are excited about the possibility of you joining our team.

Position: [Job Title] **Reporting To:** [Supervisor's Name] **Start Date:** [Proposed Start Date]

We believe you will have a significant impact on our strategic direction and growth. Below are the key details of our offer:

- **Base Salary:** [Salary Details]
- **Bonus Structure:** [Bonus Details]
- **Equity Options:** [Equity Details]
- **Benefits Package:**
 - Health insurance
 - Retirement plans
 - Paid time off
 - [Other Benefits]

We are excited about the prospect of you leading initiatives that shape the future of our company. Please review the attached document for further details on the terms and conditions of your employment.

We would appreciate your response by [Response Deadline]. Feel free to reach out if you have any questions or need further clarification.

Looking forward to the possibility of working together.

Warm regards,