

# 4 Informal Offer Letter Sample Email Template

## Standard informal offer letter template

Subject: Informal Offer - [Job Title] at [Company Name]

Hi [Candidate Name],

We're thrilled to offer you the position of [Job Title] at [Company Name]! We were really impressed with you during the interview process and think you'd be a great addition to the team.

Here's a quick rundown of the offer:

- **Job Title:** [Job Title]
- **Department:** [Department]
- **Reporting To:** [Hiring Manager Name]
- **Start Date:** [Start Date]
- **Salary:** [Salary] per [Year/Month]
- **Benefits:** [Briefly list key benefits, e.g., health insurance, paid time off. You can also link to a more detailed benefits document.]

We're excited about the possibility of you joining us! This isn't the formal offer letter, but we wanted to get this to you quickly. The official offer letter with all the legal details will follow shortly.

In the meantime, if you have any questions, please don't hesitate to ask.

We look forward to hearing from you!

Best regards,

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

## Informal offer letter for remote positions

Subject: Exciting Opportunity Awaits: Join Us Remotely!

Hi [Candidate's Name],

I hope this message finds you well! We are thrilled to offer you the position of [Job Title] at [Company Name]. We were impressed by your skills and believe you'd be a great fit for our team.

Here's a quick overview of the offer:

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

As this is a remote position, we want to ensure you have everything you need to succeed:

- **Work Hours:** Our team operates in [Time Zone], but we offer flexibility to accommodate your schedule.
- **Communication:** We use [Tools/Platforms] to stay connected and collaborate.
- **Equipment:** [Company Name] will provide the necessary equipment to set up your home office.
- **Support:** You'll have access to resources and a dedicated team to help you thrive.

Please let us know if you have any questions or need further clarification. We're excited about the possibility of you joining our team and contributing to our projects.

To accept the offer, simply reply to this email by [Deadline Date].

Looking forward to hearing from you soon!

Best regards,

[Your Name] [Your Job Title] [Company Name] [Contact Information]

## Informal offer letter for internships

Subject: Exciting Internship Opportunity at [Company Name]!

Hi [Candidate's Name],

We are thrilled to offer you an internship position with [Company Name]! We were impressed by your skills and enthusiasm during the interview process and believe you will be a great addition to our team.

**Position:** [Internship Title]

**Department:** [Department Name]

**Duration:** [Start Date] to [End Date]

**Location:** [Remote/Office Location]

### What You Can Expect:

- **Learning Opportunities:** Gain hands-on experience in [specific area or skill].
- **Mentorship:** Work closely with experienced professionals who are eager to share their knowledge.
- **Projects:** Contribute to exciting projects that make a real impact.

### Next Steps:

Please review the attached document for more details about your internship offer. If you have any questions, feel free to reach out to me at [Your Email] or [Your Phone Number].

We look forward to having you on board and are excited to see the contributions you will make. Please confirm your acceptance by [Acceptance Deadline].

Best regards,

[Your Full Name]

[Your Job Title]

[Company Name]

[Contact Information]

## Informal offer letter for contract positions

Subject: Informal Offer for Contract Position - [Job Title]

Hi [Candidate Name],

We're excited to offer you a contract position as [Job Title] at [Company Name]! This is a quick heads-up before we send over the official paperwork.

Here's a summary of the offer:

- **Position:** [Job Title]
- **Contract Duration:** [Start Date] to [End Date]
- **Compensation:** [Hourly/Daily/Project Rate]
- **Key Responsibilities:** [ Briefly list 2-3 main tasks]
- **Reporting To:** [Manager's Name and Title]

This role is a temporary contract position, and its continuation beyond the end date is subject to business needs and performance. We'll discuss the specifics in more detail during onboarding.

We think you'd be a great fit for the team and are eager to have you on board. Please let me know if you have any initial questions. We'll be sending the formal offer letter shortly for your review and signature.

Welcome aboard (almost!).

Best regards,