

# 3 Job Offer Email Template

## Standard Job Offer Email Template

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

Dear [Candidate Name],

We are thrilled to offer you the position of [Job Title] at [Company Name]! We were very impressed with your skills and experience during the interview process, and we believe you would be a great addition to our team.

Here are the details of the offer:

- **Job Title:** [Job Title]
- **Reporting To:** [Reporting Manager Name], [Reporting Manager Title]
- **Start Date:** [Start Date]
- **Salary:** [Salary] per [Year/Month/etc.]
- **Benefits:** [Briefly list key benefits, e.g., health insurance, paid time off. Link to benefits document if possible.]
- **Location:** [Office Location/Remote]

A more detailed offer letter outlining all terms and conditions of employment is attached to this email. Please review it carefully.

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

We are excited about the possibility of you joining [Company Name]! Please don't hesitate to reach out if you have any questions before then. We're happy to help.

Welcome aboard (hopefully!),

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

## Job Offer Email Template for Remote Positions

Subject: Exciting Job Offer from [Company Name] for [Job Title]!

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 believe you will be a great addition to our team.

Here are the details of your offer:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Start Date:** [Proposed Start Date]
- **Salary:** [Salary Details]

As this role is remote, we want to ensure you have all the information you need to succeed from day one. Here's what you can expect:

- **Remote Work Policy:** [Brief overview of the remote work policy]
- **Equipment Provided:** [Details about any equipment provided, such as a laptop or phone]
- **Communication Tools:** We use [Tools Names] to stay connected and collaborate. Training will be provided to help you get familiar with these tools.
- **Performance Management:** Regular check-ins will be scheduled to discuss your progress and any support you might need.

Please review the attached offer letter for full details. We are happy to discuss any questions you might have.

We are excited at the prospect of you joining our team and contributing to our shared success.

Looking forward to your positive response.

Best regards,

[Your Name] [Your Position] [Company Name] [Contact Information]

## Contingent Job Offer Email Template

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

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This is an exciting opportunity, and we were very impressed with your skills and experience during the interview process.

Your start date will be [Start Date], and your annual salary will be [Salary]. You will also be eligible for [Benefits - e.g., health insurance, paid time off, etc.]. A more detailed outline of your benefits will be provided upon your acceptance of this offer.

Please note that this offer is contingent upon the successful completion of the following:

- Background check
- Drug test
- Verification of your educational qualifications
- [Other conditions, if any]

We will be in touch shortly to guide you through these steps. Please understand that this offer will be rescinded if these conditions are not met or if the results are unsatisfactory.

To formally accept this offer, please reply to this email with your confirmation by [Acceptance Deadline].

We are excited about the possibility of you joining our team and look forward to hearing from you soon!

Best regards,