

# 3 Reminder Email Template About Job Offer Expiry

## Friendly Reminder Email Template

Subject: Friendly Reminder: Job Offer Expiry Date Approaching

Hi [Candidate's Name],

I hope this message finds you well! We wanted to gently remind you that the deadline to accept our job offer for the [Job Title] position is approaching on [Expiry Date].

We are excited about the possibility of you joining our team and would love to have you on board. If you have any questions or need more time to make your decision, please feel free to reach out to us.

- Offer Details:
- Position: [Job Title]
- Expiry Date: [Expiry Date]
- Contact Person: [Contact Name]
- Contact Email: [Contact Email]

We look forward to hearing from you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

## Formal Reminder Email Template

Subject: Friendly Reminder: Job Offer Expiry

Dear [Candidate's Name],

I hope this message finds you well. I wanted to gently remind you that the job offer for the [Job Title] position with [Company Name] is set to expire on [Expiration Date].

We are excited about the possibility of having you join our team and would love to hear your thoughts. If you have any questions or need more time to make your decision, please feel free to reach out.

Thank you for considering this opportunity with us. We look forward to your response.

Warm regards,

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

## Follow-up Reminder Email Template

Subject: Gentle Reminder: Job Offer for [Job Title] at [Company Name]

Hi [Candidate Name],

Just a friendly nudge about the job offer for the [Job Title] position at [Company Name]. The expiry date is approaching on [Date].

We understand you might still be evaluating your options, and we want to ensure you have ample time to make an informed decision.

If you have any outstanding questions or require any further information, please don't hesitate to reach out. We're happy to help!

We're excited about the possibility of you joining our team.

Best regards,