

Formal Job Offer Message

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

Dear [Candidate Name],

We are pleased to offer you the position of [Position Title] at [Company Name]. After careful consideration of your qualifications and interview performance, we believe you will be an excellent addition to our team.

Your starting salary will be [Amount] per [year/month], with benefits including [list key benefits]. Your anticipated start date is [Date], and you will report directly to [Supervisor Name/Title].

Please review the attached employment agreement and benefits package. To accept this offer, please sign and return the documents by [Date]. If you have any questions, feel free to contact me at [contact information].

We look forward to welcoming you to our organization.

Best regards,

[Name]

[Title]

[Company Name]

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