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Check the template below 👇🏼. Modify as per your requirements. The elements that need to be changed are highlighted in yellow for your convenience.

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Dear [Candidate name]

Our hiring team was positively excited to meet and interact with you these past few days and we would like to offer you a job position at [company name] in the role of [role title].

Your expected joining date is [date].

We will be offering you the following compensation and benefits:

• Annual gross salary of \* [total annual salary] (12 monthly wages per year)

• Private health and dental insurance plan

Computer workstation of your choice [if applicable]

• Paid vacation leaves per annum

• Educational materials and expenses, subject to management approval

Eligibility for any additional employee benefits that the company may provide in the future.

This offer is valid until the [date]. To accept the offer, send us an email [mention email address] or revert to this mail to confirm that you agree with the proposed terms. If you prefer to accept the offer by phone, feel free to call [employee name] on [employee phone number].

We are looking forward to having you on our team and to seeing you achieve great things at [company name].

Sincerely,

[Sender Name & Designation]

Signatures:

Company Representative [Signature & Date]

[Company Representative Name & Designation]

[Employee Signature & Date]

[Employee Name]