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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.﻿

**Email subject line:** [Your company name] Job offer for the position of [Position offered to the candidate]

**Mail Body:**

Hi [Candidate name],

We were very pleased to meet and talk to you over the past few days and were very impressed with your background and would like to formally offer you the job position [job\_title].

This is a [full-time/ remote/ internship/ part-time] position [ mention the working days and hours].

You will be reporting to [Position of the Manager whom the employee has to report] of the [Department name] department.

//If you want to include
We will offer you an annual gross salary of \*[X]. You will also be entitled to [mention benefits as per company policies] and [X] days of paid vacation per year.

Your expected starting date is [date] and you are requested to sign the [ contract/ offer letter] and [mention any other agreement which is applicable to your company policies] attached with this mail.

We would like your response regarding this by [date].

If you have doubts regarding the same, contact me or [manager name] via e-mail or phone [provide your and the candidate’s reporting manager’s contact information].

Our company is looking forward to having you onboard.

Best Regards

[Your name]

[Your email signature/ Position/ Contact details]