



[Company Logo Delete or Replace]

[Post your job](#) on Indeed or find more templates and samples in the [Employer Resource Library](#).

Send the offer letter as an email attachment

If you're sending a PDF version of your employment offer letter as an email attachment, write a brief message for the email body. With an enthusiastic and celebratory tone, explain to the candidate that they can find the offer letter attached. Here is a template you can customize for the body of your offer letter email:

Dear [Candidate First and Last Name],

Congratulations on your offer from [Company Name]! We are delighted to offer you the position of [Job Title] with an anticipated start date of [start date].

As discussed [over the phone, during your interview, etc.], please find attached your detailed offer letter. If you choose to accept this offer, please sign, scan and email your letter to me at [email address] by [decision deadline].

[If you are attaching other documents that need to be read and signed, mention those here].

In the meantime, please don't hesitate to reach out to me, either through email or by calling me directly at [your phone number] if you should have any questions or concerns.

We are looking forward to hearing from you and hope you'll join our team!

Best regards,

[Your Name]

[Your Job Title]

[Your Email]

[Your Phone Number]

Send the offer letter in the body of an email

If you choose to send the offer letter in the body of the email – rather than as an attachment – copy and paste your full offer letter into the email. This way, the candidate will see the complete offer letter immediately after opening the email, instead of having to download an attachment. Be sure to include:

- Job details



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- Contingencies, if applicable
- Compensation
- Benefits
- Deadline for accepting/declining the offer
- Your contact details

Here is a sample email offer letter to help you create one that suits your company:

Email Subject Line: Your Offer from Company ABC

Email Message:

Dear Felix Navarro,

We are excited to offer you a full-time position as a Graphic Designer at Company ABC, reporting directly to our Art Director, Sarah Greene. Based on your experience, interviews and design portfolio, we are looking forward to seeing how you will take our brand messaging to the next level.

Per your conversation with Marvin Yates, we'd like to offer you an annual starting salary of \$60,000 paid out on a semi-monthly basis via direct deposit.

If you decide to accept this role, your anticipated start date will be March 12, 2019 at our 1234 Southern Avenue location. You will be expected to work 40 hours per week, Monday through Friday with the option to work remotely up to two days per week. Please find attached an updated copy of the job description to familiarize yourself with some of the position's duties and responsibilities.

As an employee of Company ABC, you will also have access to our comprehensive benefits program, which includes unlimited vacation days, health insurance, RRSPs with company matching and tuition reimbursement. I have attached the full details of the benefits we offer for you to look over.

To accept this offer, please email me at tammy.guerrero@email.com by March 2, 2019 and I will get you started with the rest of the onboarding process.

We are excited about the possibility of you joining Company ABC! If you have any questions, please contact me directly via phone or email.



[Company Logo Delete or Replace]

Sincerely,

Tammy Guerrero

Hiring Manager

tammy.guerrero@email.com

(123) 456-7890

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