

**Job Offer Email Template**

SUBJECT LINE:

An Offer from [Company Name]

BODY OF EMAIL:

Hello [Name],

We have enjoyed talking to you and getting to know you over the last few weeks. The team and I are impressed with your background and would like to formally offer you a position as a [position title] at [Company Name].

We can offer you $[annual base salary] and [bonus and equity information, if equitable]. We offer [benefits details] and [number of days] days of vacation per year. We can discuss start dates based on what is possible on your end, but we’d be excited to have you start [asap / specific date].

Please contact me with any questions or if you wish to discuss further details of this offer. We believe you would be a great asset to the team!

[Your Name]

[Your direct line & any further contact information]

[Company standard signature format, logo, etc.]