**Email subject line:** Job offer from [*Company name*]

Dear [*Candidate name*],

[*We/I*] were very excited to get to know you over the past few days. [*We/I*] were impressed with your experience and would like to offer you the position of [*Job title*].

This is a [*full/part*] time position [*explain working days and hours*.] We are offering you an annual salary of [*$X*]. You will also have [*mention employee benefits like health insurance, travel expenses, etc.*] and [*X*] days of paid vacation per year.

Your expected starting date is [*date*]. You will be asked to sign the attached contract and [*mention agreements such as confidentiality or nondisclosure*] at the beginning of your employment.

We would like to have your response by [*date*]. In the meantime, please feel free to contact me via email or phone on [*provide contact details*], if you have any questions.

We are all looking forward to having you on our team.

Best regards,

[*your name*]

[*Signature*]