Job offer email

Send the written offer within 24 hours of the verbal offer, ideally the same day. Call the candidate first for salaried roles; for high-volume hourly roles, the email or text can be the first contact.

STANDARD OFFER WITH LETTER

Subject: Your offer from [Company]: [Job Title]

Hi [First Name],

I'm delighted to offer you the position of [Job Title] at [Company], reporting to [Manager Name], [Manager Title]. Everyone you met was impressed, and we'd love to have you on the team.

The headline terms:

- Base salary: [Salary] per year, paid [Pay Frequency]
- [Bonus / Commission: Bonus Details]
- Start date: [Start Date]
- Location: [Work Location / Remote / Hybrid schedule]
- Benefits: [Benefits Summary], starting [Benefits Start]

Your full offer letter is attached [or: is ready to review and sign here: Offer Link]. This offer is contingent on [background check / proof of eligibility to work in the US / references].

Please let us know your decision by [Offer Deadline]. If you have questions about anything in the offer, call me at [Phone Number] or reply to this email. I'm also happy to set up time with [Manager Name] if that would help.

We're really looking forward to working with you.

Best regards,

[Your Name]
[Title], [Company]

FOLLOW-UP TO A VERBAL OFFER

Subject: Following up on our call: your [Job Title] offer

Hi [First Name],

Thanks for your time on the phone today. As promised, here is your written offer for [Job Title].

To recap what we discussed: [Salary] base, start date of [Start Date], reporting to [Manager Name]. Everything is set out in the attached letter, including benefits and the [contingency] step.

You can review and sign here: [Offer Link]. It would be great to have your answer by [Offer Deadline].

If anything in the letter doesn't match what we talked about, or you have questions, call me directly at [Phone Number].

Thanks,

[Your Name]
[Title], [Company]

HOURLY / HIGH-VOLUME HIRE

Subject: [First Name], you're hired: [Job Title] offer inside

Hi [First Name],

Congratulations, we'd like to offer you the [Job Title] position at our [Location] site.

Pay: [Pay Rate] per hour
Schedule: [Shift Days and Times]
Training starts: [Class Start Date] at [Start Time]
Report to: [Supervisor Name]

To accept, sign your offer here by [Offer Deadline]: [Offer Link]

After you accept, we'll send your new hire paperwork and [background check / drug screen] instructions.

Questions? Reply here or text [Text Number].

[Your Name]
[Company] Recruiting Team

INTERNAL MOVE

Subject: Your offer for the [Job Title] role

Hi [First Name],

I'm pleased to confirm we're offering you the [Job Title] role on [Team Name], reporting to [Manager Name].

Your new base pay will be [Salary], effective [Effective Date]. [Any changes to schedule, location, bonus plan or exempt status.] Your benefits and service date stay the same.

The letter with full details is here: [Offer Link]. Please sign by [Offer Deadline]. [Current Manager Name] knows about the offer, and we'll agree a transition date together once you accept.

Congratulations, this is well earned.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Your offer from [Company]: [Job Title]
- Job offer: [Job Title] at [Company]
- [First Name], we'd like you to join [Company]
- Your written offer for [Job Title]
- Following up on our call: your offer letter
- Offer letter attached: [Job Title]
- Welcome aboard, pending your signature

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Great news: we're offering you the [Job Title] role at [Pay Rate]. Your offer is in your email. Review and sign here by [Offer Deadline]: [Offer Link]. Questions? Just reply. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Manager Name], [Manager Title], [Salary], [Pay Rate], [Pay Frequency], [Bonus Details], [Start Date], [Work Location], [Benefits Summary], [Benefits Start], [Offer Link], [Offer Deadline], [Class Start Date], [Shift Days and Times], [Supervisor Name], [Your Name], [Title], [Phone Number]