Offer acceptance confirmation email

Within a few hours of receiving the signed offer or verbal acceptance, and always the same business day. If the offer is contingent, send it now and a second note when the checks clear.

STANDARD CONFIRMATION

Subject: Welcome aboard, [First Name]: confirming your offer

Hi [First Name],

Thank you for accepting our offer. We're delighted you're joining [Company] as [Job Title].

To confirm what we agreed:

- **Start date:** [Start Date]
- **Pay:** [Salary or Hourly Rate]
- **Manager:** [Manager Name], [Manager Title]
- **Location:** [Location or Remote]

What happens next:

1. Within [Number] days you'll receive an email from [HR Contact or System] with your new hire forms. Please complete them by [Paperwork Deadline].
2. [Manager Name] will be in touch before your start date to say hello.
3. About a week before you start, we'll send your first-day details: where to go, when to arrive and what to bring.

If anything changes on your side, or you have questions before then, contact me directly at [Phone Number].

Welcome to the team,

[Your Name]
[Title], [Company]

SHORT CONFIRMATION

Subject: Got it: your acceptance for [Job Title]

Hi [First Name],

Thanks for sending back your signed offer. You're confirmed as [Job Title], starting [Start Date].

You'll get your onboarding paperwork from [HR Contact or System] in the next few days. Reach out any time before then if you have questions.

Looking forward to working with you,

[Your Name]

CONTINGENT OFFER ACCEPTED

Subject: Thanks for accepting: next step is your background check

Hi [First Name],

Thank you for accepting the offer for [Job Title]. We're glad you said yes.

As a reminder, your offer is conditional on [a background check and drug screen]. You should receive an email from [Screening Provider] within [Timeframe] with the authorization forms. Please complete them as soon as you can, since the check can't start until they're signed.

I'll confirm your start date of [Start Date] as soon as everything clears, usually within [Typical Turnaround]. Please hold off on giving notice until you hear from me.

Any questions, call or text me at [Phone Number].

[Your Name]
[Title], [Company]

HIGH-VOLUME / TRAINING CLASS

Subject: You're confirmed for [Job Title] training on [Training Start Date]

Hi [First Name],

Thanks for accepting your offer. You have a seat in our [Job Title] training class starting [Training Start Date].

Before then:

- Complete your new hire forms here: [Onboarding Link] by [Paperwork Deadline]
- Bring two forms of ID for your I-9 on day one (see the list of acceptable documents in the forms)
- Training runs [Training Days and Hours] at [Location]

We'll text you a reminder two days before. Questions? Text [Phone Number].

See you soon,
[Recruiting Team]
[Company]

SUBJECT LINE IDEAS

• Welcome aboard, [First Name]: confirming your offer

• Got it: your acceptance for [Job Title]

• You're confirmed to start on [Start Date]

• Thanks for accepting: what happens next

• Your next steps before day one

• Offer accepted: welcome to [Company]

SMS / WHATSAPP VERSION

Hi [First Name], thanks for accepting your offer for [Job Title]. You're confirmed to start [Start Date]. Watch your email for new hire forms from [HR Contact or System] and complete them by [Paperwork Deadline]. Questions? Text me. - [Your Name]

Placeholders to replace: [First Name], [Job Title], [Company], [Start Date], [Salary or Hourly Rate], [Manager Name], [Manager Title], [Location or Remote], [HR Contact or System], [Paperwork Deadline], [Screening Provider], [Typical Turnaround], [Training Start Date], [Onboarding Link], [Phone Number], [Your Name]