

Follow-Up on Job Offer

Dear [Hiring Manager's Name],

I hope this message finds you well. I wanted to take a moment to follow up on the verbal job offer we discussed on [Date of Offer]. I am very excited about the opportunity to join [Company Name] as a [Position Title].

Thank you once again for the offer. I look forward to receiving the formal offer letter and discussing the next steps.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]