

Verbal Job Offer Summary

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We are pleased to extend an offer for the position of [Job Title] with [Company Name] following our recent conversation. Below is a summary of the key details of your offer:

Position

Job Title: [Job Title]

Department: [Department]

Compensation

Base Salary: [Salary]

Bonus Structure: [Bonus Details]

Benefits

Health Insurance: [Details]

Retirement Plan: [Details]

Other Benefits: [Details]

Start Date

Your expected start date is [Start Date].

Next Steps

Please respond to this verbal offer by [Response Deadline] to confirm your acceptance.

We are excited about the prospect of you joining our team and look forward to your reply.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]