

Follow-Up on Job Offer

Dear [Hiring Manager's Name],

I hope this message finds you well. I wanted to follow up regarding my recent job offer for the position of [Job Title] at [Company Name]. I am very excited about the opportunity and am eager to contribute to your team.

Could you please provide an update on the next steps in the hiring process? I am looking forward to your response.

Thank you for your time and consideration.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]