

Dear [Candidate's Name],

I hope this message finds you well. I am reaching out to follow up on the employment offer we extended to you for the [Job Title] position at [Company Name] on [Offer Date]. As of today, we have not yet received your signed offer letter.

We are excited about the possibility of having you join our team and would like to ensure that you have all the information you need to make your decision. If you have any questions or require further clarification about the offer details, please do not hesitate to reach out.

We appreciate your attention to this matter and look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]