

Dear [Candidate's Name],

I hope this message finds you well. I wanted to follow up regarding the offer letter we sent on [date]. We are very excited about the possibility of you joining our team as a [Position Title].

As we are eager to move forward, I kindly ask if you could provide us with your response by [specific date]. If you have any questions or need further information, please feel free to reach out.

Thank you for considering this opportunity. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]