

Follow-Up on Your Offer Letter

Dear [Candidate's Name],

I hope this message finds you well. I am writing to follow up regarding the offer letter we sent to you on [Date of Offer]. We noticed that we have not yet received your signed acceptance.

We are excited about the possibility of you joining 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, please do not hesitate to reach out.

We look forward to hearing from you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]