

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you regarding the pending signature for the offer letter we shared with you on [Date of Sent Offer Letter].

Your acceptance is essential for us to move forward, and we would appreciate your attention to this matter at your earliest convenience.

If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]