

# Company Name

Date: [Insert Date]

To: [Candidate's Name]

[Candidate's Address]

## **Subject: Outstanding Offer Letter Response**

Dear [Candidate's Name],

We hope this message finds you well. We are reaching out to follow up on the offer letter we sent on [Insert Date]. We understand that you may need time to consider this opportunity, and we want to ensure you have all the information you need.

Please let us know if you have any questions or require further clarification regarding the offer. We are excited about the possibility of you joining our team and look forward to your response.

Thank you for your time and consideration.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]