

# Job Offer Notification

Dear [Candidate's Name],

We are pleased to inform you that we have decided to extend an offer for the position of [Job Title] at [Company Name]. After carefully reviewing your qualifications and performance during the interview process, we believe you will be a valuable addition to our team.

Your starting salary will be [Salary Amount], and your expected start date is [Start Date]. We will provide you with a comprehensive benefits package, which includes [briefly outline benefits, e.g., health insurance, retirement plans, etc.].

Attached to this email, you will find the formal offer letter detailing the terms of your employment. Please review it carefully and feel free to reach out to us if you have any questions or require further information.

We are excited about the possibility of you joining our team and contributing to our success. Please confirm your acceptance of this offer by signing and returning the attached document by [Response Deadline].

Thank you for considering this opportunity with [Company Name]. We look forward to your positive response.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]