**Email subject line:** [Company\_name] Job offer / Job offer from [Company\_name]

Dear [Candidate\_name],

We’re delighted to extend this offer of employment for the position of [Job title] with [Company\_name]. Here’s an overview of terms and conditions for your anticipated employment with us:

**Position**: [e.g. You will be working as a [Job\_title] and reporting to the [e.g. Engineering] department’s supervisor.]

**Working hours:** [e.g. 40 hours per week, Monday to Friday, with a 20-minute break per day.]

**Compensation**: [e.g. Your annual gross salary will be $X (12 monthly wages per year).]

**Bonus**: [If applicable, mention any bonus options you offer, e.g. $X sign-on bonus.]

**Benefits**: [As a full-time employee, you will be eligible for the benefits that [Company\_name] offers. These benefits include:]

* [Health and dental insurance plan]
* [Occasional work from home days and remote work options]
* [X days of paid vacation leave per year/unlimited vacation]
* [Educational materials and conference tickets]
* [Stock option plan]
* [You will also be eligible for any additional employee benefits that the company may provide in the future.]

Please find attached a detailed offer letter with the terms and conditions of your employment.

We would like to have your response by [date.] If you accept this offer, your start date will be [Start\_date] or another mutually agreed upon date. In the meantime, please feel free to contact me or [Manager\_name] via email or phone at [provide contact details], if you have any questions.

We are all looking forward to having you on our team!

Best regards,

[Your name]