**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]. Please find below 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. Sales] department supervisor.]

**Working hours:** [e.g. 40 hours per week in rotating 8-hour shifts, Monday to Saturday.]

**Compensation**: [e.g. Your annual base salary will be $X (gross) plus Y% commission on sales.]

**Bonus**: [Mention any bonus options you offer, e.g. X% of your base salary based on annual team target.]

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

* [Health and dental insurance plan]
* [X days of paid vacation leave per year]
* [Regular sales trainings, including workshops and conferences]
* [Full expense reimbursement when participating in events]
* [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 terms and conditions of 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]

[Signature]