Dear [Candidate Name],

We were all very excited to meet and get to know you over the past few days. We have been impressed with your professional background and would like to offer you the [Job title] position formally. This is a [full/part] time position, [working days/hours/ weeks]. You will be reporting to the [Manager’s job title] of the [Department name] department.

We will be offering you an [annual/ monthly]  salary of [X] and [mention bonus programs, if applicable.] You will also have [mention benefits of company policy, like health and insurance plan, corporate mobile or travel expenses] and [X] days of paid vacation per year.

Your expected starting date is [date]. You will be asked to sign a contract and [mention agreements, like confidentiality, nondisclosure, and non-compete] at the beginning of your employment.

We would like to have your response by [date]. In the meantime, please feel free to contact me or [Manager name] via email or phone on [provide contact details] if you have any questions.

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

Sincerely,

[HR name]

[HR position]

[Company name]