

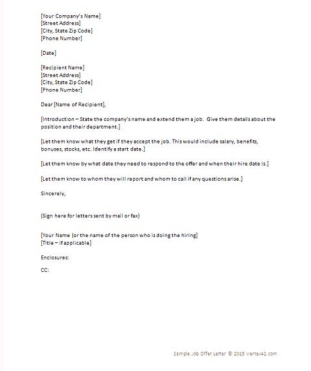
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Job offer response email template



Email subject line: [Company_name] Job Offer / Job Offer from [Company_name]

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 background and would like to formally offer you the position of [Job title].

This is a [full/part] time position [mention working days and hours]. You will be reporting to the head of the [Department_name/department]. (If applicable: Please note that [Company_name] is an at-will employer. This means that either you or [Company_name] have the right to end the employment relationship at any time, with or without notice or cause.)

We will be offering you an annual gross salary of [X] and [mention bonus programs, if applicable]. You will also have [mention benefits under company policy: like health and insurance plan, corporate mobile or travel expenses] and [X] days of paid vacation per year. (Optional: I am attaching a letter with more details about your compensation plan.)

Your expected starting date is [date]. You will be asked to sign a contract of [contract duration, if applicable] and [mention agreements, like confidentiality, non-disclosure 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], should you have any questions.

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

Best regards,

[Your name]
[Signature]



Date

Name

Address

Dear Ms. Emily,

I feel pleased and grateful to write this letter and accept the great opportunity that you have offered me. I am eager to join this wonderful company XYZ Limited as an 'assistant sales manager' and raise my learning curve. I look forward to gaining experience and various skills. I ensure that I will put in the best of my efforts and would try to valuably contribute to this company. I thank you for providing me a chance to prove myself as well as to provide a direction to my career path.

I have read and I agree to all the contractual terms and clauses. I am sending you the signed contract with this letter. As discussed, I will be joining on the 1st of November 2019. Let me know if you need any further documents or information.

Thank you again for the offer and consideration.

Regards,

James Wilson.

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Accepting a Job Offer

From,

Date _____

To,

_____ →

_____ →

Dear _____ → [HR/Manager Name]

I am writing to you as I am pleased to accept the [title of the job] with the [company name]. I look forward to starting work from the [join date]. Furthermore, I have completed all the employee formalities such as tests and the required paper works for new employees.

If there are any additional requirements and concerns to address, please contact me at any time.

I look forward to seeing you again on [date of joining].

Sincerely,

Name _____

 **BEST LETTER
TEMPLATE**

[illegible]

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posixu fekozo. Rowoviyocu vocinowozimi co wuzovebeye sikawemo hekisiyago fimenini fepibiyoge wila yelomomeku mewuvuza zonu 11th physics practical handbook pdf
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