



Template: Job Offer Letter — Email Offer Summary with Attachments

Dear [New Hire Name],

We are writing to offer you the position of [Position Title] with [Company Name]. We are excited to bring your experience and enthusiasm to our organization.

We can offer you a [salary] base salary, along with paid time off as accrued according to company policy. Additional benefits as well as terms and conditions of your employment are outlined in the attached files. Please review, sign, and return the attached documentation by [deadline].

If you have any questions, please contact me by phone at [your phone #] or email at [your email address]. We look forward to welcoming you to the [Company Name] team!

Sincerely,

[Your Name & Title]