

Job offer email template

Put a verbal offer in writing with pay, start date, contingencies, and a clear deadline to respond.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Most offers are made by phone first, then confirmed in writing the same day. This email is that written confirmation, sent with the formal offer letter attached or linked for e-signature. It should be warm, because the candidate is making a big decision, and precise, because people reread offer emails many times and share them with partners and parents.

Include everything the candidate needs to decide: title, manager, start date, pay and how often it's paid, exempt or nonexempt status, benefits eligibility, any contingencies, and a deadline. Then give them a real person to call with questions. Our salary bands guide helps you set offers that hold up against internal pay, and onboarding software can route the signed letter straight into new hire paperwork.

Version 1: Full-time salaried offer

SUBJECT Your offer from [Company]: [Job title]

Hi [Candidate first name],

It was great speaking with you today. On behalf of [Hiring manager name] and the whole team, I'm delighted to offer you the position of [Job title] at [Company].

Here are the details we discussed:

- Start date: [Date]
- Reports to: [Manager name], [Manager title]
- Base salary: \$[Amount] per year, paid [biweekly/semimonthly]. This is an exempt position.
- [Bonus, commission, or equity, if any, with the key terms]
- Benefits: you will be eligible for [medical, dental, vision, 401(k), PTO] starting [Date or eligibility rule].
- Location: [Office address, hybrid schedule, or remote]

Your formal offer letter is attached [or at this link for e-signature]. This offer is contingent on [a background check, reference checks, and proof of eligibility to work in the US].

Please let us know your decision by [Date]. If you have questions about anything, including benefits, call me at [Phone] or reply here.

We are excited about the possibility of you joining us.

[Recruiter or hiring manager name]
[Title], [Company]

Version 2: Hourly offer

SUBJECT Welcome aboard? Your [Job title] offer from [Company]

Hi [Candidate first name],

We would love to have you join the team at [Location] as a [Job title].

- Pay: \$[Rate] per hour, paid every [Pay frequency]. Overtime is paid at time and a half for hours over 40 in a workweek [add state daily overtime if it applies].
- Schedule: [Days, shift times, or expected weekly hours]
- Start date: [Date], with your first shift at [Time]
- Manager: [Name]

This offer depends on [a background check / drug screening / proof of eligibility to work]. Please reply by [Date] to accept, and I will send the next steps and your new hire paperwork.

Questions? Call or text me at [Phone].

[Hiring manager name]
[Company]

Subject lines to try

- Your offer from [Company]: [Job title]
- Congratulations, [Candidate first name]! Your offer is ready
- [Job title] offer: details and next steps
- Welcome aboard? Your offer from [Company]
- Your written offer from [Company]

How to personalize it

- Match the numbers exactly to the offer letter. A mismatch creates confusion and sometimes a dispute.
- Say whether the role is exempt or nonexempt so pay expectations are clear.
- Give a deadline of three to five business days for most roles.
- Name a person to call, not just an email address.

Mistakes to avoid

- Calling the job permanent or promising a set length of employment if employment is at will.
- Leaving contingencies out of the email and adding them later.
- Quoting bonus or equity numbers without the plan terms behind them.
- Pressuring the candidate with an unrealistically short deadline.

Legal and compliance notes

Most US employment is at will, and the offer letter should say so. Avoid words like permanent or guaranteed in the email. If the offer is contingent on a background check, you must give the separate FCRA disclosure and get authorization before running it; see the background check notice . Several states require written notice of pay rate and payday at hire, including New York under the Wage Theft Prevention Act and California under Labor Code 2810.5, so your formal letter or a separate notice should cover those details. Our exempt vs nonexempt guide explains classification.

When to send it

Send the written offer the same day as the verbal offer, ideally within an hour. A gap of days between a phone offer and the paperwork is when candidates start to wonder whether it's real, and when competing offers arrive.

Before you hit send

- The job title, pay range, and dates match what is in your applicant tracking system.
- Every placeholder in brackets has been replaced or deleted.
- Candidates who will be interviewed or assessed are told how to request an accommodation.
- Nothing in the message comments on age, family, health, or other protected characteristics.
- A real person is named as the contact, with a reply address someone checks.

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