**INFORMAL JOB OFFER EMAIL**

Dear **[Applicant Name]**,

**[Company Name]** is excited to bring you on board as **[Job Title]**.

You were our top candidate out of **[# of candidates]**. We were really sold on your **[details about the candidate that made them your choice]**. Below you can read details about compensation, benefits, and the terms and conditions of your anticipated job with **[Company Name]**.

**[Company Name]** is offering a **[full time, part-time, etc.]** position for you as **[Job Title]**, reporting to **[immediate manager/supervisor]** starting on **[proposed start date]** at **[workplace location]**. Expected hours of work are **[days of week and hours of work]**.

We'll start you at a pay rate of **[dollar amount or annual base salary]** per **[year, hour, etc.]**. You will be paid on a **[weekly, monthly, etc.]** basis, starting **[date of next pay period]**.

As part of your compensation, we're also offering **[if applicable, you’ll describe your bonus, profit-sharing, stock options, commission structure, compensation committee here].**

As an employee of **[Company Name]**, you will be eligible for **[briefly name benefits, such as health insurance, dental insurance, etc.]**.

Got questions? Feel free to email us or call.

Sincerely,

**[Sender Name]**