

# Job Offer Email Letter Format

## Sent by HR Department to Employee - Sample Template for Example

**Always use Business official Email Address**

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Date: \_\_\_\_\_

### **Email Sub : Employment Job Offer Letter for Post of Sales Executive**

Dear ( Selected Candidate's Name)

With reference to your application for **Sales Executive** position and subsequent interview and discussions held at our corporate office for the same. we are pleased to inform you have been selected for this Job position and your date of joining will be 3<sup>rd</sup> October 2017.

Please find your salary break up detail in the attached excel sheet. Your CTC includes your relocation cost as well .

We think this is the best competitive offer we can offer please send your offer acceptance alongwith the date of joining in reply to this email and feel free to contact the undersigned for any kind of query, clarification and further information for better understanding.

Request you to please send us your formal acceptance by end of the day so that we can inform the Hiring Manager and conclude the formalities.

Thanks & Regards

**Name & Designation**

Company Name: \_\_\_\_\_

Contact & Mobile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Link: \_\_\_\_\_