

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the email address]

[Mention the date]

Subject- follow up email after verbal job offer

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient]

We spoke on the phone [mention the number] weeks ago, and I appreciate you offering me the [mention the position offered] position. I felt honored when you told me that during the interview process, I stood out as the strongest candidate. The idea of joining your company as an important part of the finance team excites me much.

I'm delighted to accept the role of [mention the position offered] at [mention the name], as we also discussed on the phone [mention the phone number]. I appreciate the chance, thank you. I'm excited to collaborate with everyone on the [mention the name] team and to do something beneficial to the organization.

A timeframe for employment might demonstrate your responsibility and eagerness to begin working. Think about asking when you can anticipate getting a formal offer of employment. Although you probably previously mentioned it to the manager during your interview, it can be useful to state your availability for a start date since your employer might need to include one in your offer letter.

As we previously stated, my starting pay will be [mention the number], and after [mention the number] days of employment, I will be eligible for health and life insurance benefits.

I am eager to begin working on [mention the date or Month or year] . Please let me know if you require any further documentation or information prior to that time.

Please advise me when to expect the formal offer letter so that we can make sure we agree on all the points we discussed. It would be excellent to read over the information in writing and comprehend when I must decide. Looking forward to hearing from you.

Kind Regards

Sincerely,

[Mention the name]

[Mention the profession]

[Mention the contact details].