

Email subject line: Congratulations [Candidate First Name]! You have been selected for [Position] at [Company Name]

Hello [Candidate First Name],

I hope this email finds you well. I am [Insert Recruiting manager first name] with the hiring department for [Insert Company Name].

On behalf of [Insert Company Name], I would like to congratulate you on your selection for [Insert Position Title]. Your interview with [Insert Interviewer First Name] really made a lasting impression and stood out from the rest of the candidates. Based on your skills and previous work experience, we think you would be the best fit for this position, and would like to offer you the job for [Insert Position Title].

As discussed during your most recent interview, this is a [full/part] time position. The typical work hours are [insert working days and hours].

We want you to get the most out of your career with us. That is why our benefits package has been specially curated for our employees to include [describe benefits offered, e.g., medical, dental, 401k]. After working with us for [insert timeframe], you will be eligible to receive [insert benefit type]. Our human resources department can explain the benefits process further to help you gain a better understanding of the perks that come with our employment.

Should you accept the offer, your proposed starting date will [Insert Date]. Will this date work for your schedule? Please let us know so that we can make adjustments if necessary.

For this position, you will be working with [insert lead of that department] and will report directly to them on your first day for in-processing. To help get you settled in, I have attached some paperwork that we highly encourage you to complete prior to your start date to ease the amount of paperwork you will have to do during in-processing.

You will also find a list of documentation within the attachment that we will require you to bring on your first day as part of our onboarding process. This will help prevent any delays in payment processing efforts.

Once again, congratulations on your selection for [Insert position title name]. We hope to hear from you soon on your decision to accept our offer. In the meantime, let us know if you have any questions or concerns.

Warmest Regards,

[Insert Recruiting Manager Name]