Job offer email templates

1. Job offer email (employer to candidate)

Subject: Job offer: [Job title] at [Company name]

Hi [Candidate first name],

Thank you for meeting with us. I am happy to offer you the position of [Job title] at [Company name], starting [start date].

The highlights:
- Pay: $[amount] per [hour / year], paid [frequency]
- Schedule: [schedule]
- Reports to: [manager]
- Benefits: [one-line summary]

Your formal offer letter is attached. Please review it, and sign and return it by [deadline date]. I am happy to answer any questions by phone at [phone].

We hope you will join us.

[Name]
[Title]

2. Acceptance reply (candidate to employer)

Subject: Re: Job offer: [Job title] at [Company name]

Hi [Hiring manager first name],

Thank you for the offer. I am pleased to accept the position of [Job title] at $[amount] per [hour / year], starting [start date]. My signed offer letter is attached.

Please let me know what I should bring or complete before my first day.

Best regards,
[Your name]
[Phone]

3. Counteroffer reply (candidate to employer)

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Subject: Re: Job offer: [Job title] at [Company name]

Hi [Hiring manager first name],

Thank you for the offer. I am excited about the role and the team. Before I accept, I would like to ask whether you can move the starting pay to $[amount] per [hour / year], based on [specific reason: certification, years of experience, current pay].

If that is possible, I am ready to sign and can start on [date]. Thank you for considering it.

Best regards,
[Your name]

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