**Job offer email sample**

Dear Alex,

BaX Company is excited to bring you on board as Assistant Director, Marketing.

You were our top candidate out of 15. We were impressed with your motivation to improve your skills.

Below you can read details about compensation, benefits and the terms and conditions of your future job with BaX Company.

BaX is offering a full-time position for you as Assistant Director for the Marketing Department, reporting to Andrew Zenith, the Director of the Marketing Department, starting on September 1, 2019, at our headquarters.

The starting salary is $38,000 per year and is paid on a weekly basis.

As part of your compensation, we're also offering medical coverage, dental and optical insurance. Paid time off is also available according to our plan which includes vacation, personal, parental and sick leave.

Got questions? Feel free to email us or call.

Sincerely,

Brian Johnson