*August 4th, 2021*

Dear (Team Member first name),

Thank you for your interest and effort in pursuing the (Role or Title) opportunity with (Company Name). We were certainly impressed by your (specific traits) desire to learn, professionalism, and attention to detail you bring to the table. Subsequently, we look forward for to having you join our team.

At this time I would like to extend an offer for you to join the ranks of (Company Name). This will be a full time position with a base annual compensation starting at $XXXX per year.

In addition to any compensation received we hope to make this a beneficial learning experience that will allow you to sharpen your already apparent skills and likewise participate in the growth and presence of (company name).

Pending acceptance, we anticipate your start date to be on or after August 18th, 2021. Please feel free to contact myself with any questions you may have regarding this offer or any other questions you may have.

We are extremely excited and look forward to having you as part of our team.

Welcome to (Company Name),

*Name*

*Title*

*Company Name*