

## Email format for offer letter

Dear candidate,

With reference to your interview dated June 25, 2022, we are pleased to offer you the position of business developer in our company. Find the attached offer letter with this email and share your acceptance via email.

Additionally, you also need to send a copy of the resignation letter from the existing company in seven days from the date of this email.

Feel free to contact our HR executive for any kind of inquiries or clarification requirement.

Warm Regards,

**Teresa May**  
HR Executive  
ABC Corporation  
[www.abcorp.com](http://www.abcorp.com)  
**Tel:** +1-8802-236-565