

I enjoyed meeting with you [[Day of week of interview]] for an interview for the position of [[Available position]]. This letter is a confirmation of this afternoon's phone conversation in which I offered you the job of [[Position offered]] for The Fictitious Company.

I would like to briefly restate the terms of the offer: starting salary is [[Starting salary]] per year, plus benefits, starting on [[Start date]] of this year. If you would like more details on our employee benefits package, please contact [[Name of contact]], our [[Title of contact]], at [[Phone number of contact]].

This offer remains valid for [[Number of days before offer expires]] days. I am anxious to confirm your acceptance of this offer and look forward to your joining the [[Your company name]] team.