[Company Name]  
[Company Address]  
[Company Contact No.]  
[Company E-mail ID]  
Dear [Applicant Name],  
[Company Name] is eager to expedite your board as [Job Title].  
You were our top up-and-comer out of [# of candidates]. We were truly sold on your [details about the competitor that made them your choice].  
Underneath you can peruse insights regarding remuneration, benefits and the terms and states of your foreseen activity with [Company Name].  
[Company Name] is offering a [full time, low maintenance, etc.] position for you as [Job Title], answering to [immediate director/supervisor] beginning on [proposed start date] at [workplace location]. Expected long periods of work are [days of the week and long periods of work].  
We'll begin you at a compensation pace of [dollar sum or yearly base salary] per [year, hour, etc.]. You will be paid on a [weekly, month to month, etc.] premise, beginning [date of next compensation period].  
As a major aspect of your remuneration, we're likewise offering [If relevant, you'll depict your reward, benefit sharing, investment opportunities, commission structure, pay board of trustees here].  
As a worker of [Company Name], you will be qualified for [briefly name benefits, for example, medical coverage, dental protection, etc.].  
Sincerely,  
[Sender Name]  
[Sender Designation]