

How to Respond to a Job Offer Letter?

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What is a Job Offer Letter?:

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A job offer letter is the formal letter sent to the candidate by the employer. A job offer letter is sent in order to let the candidate know that he has been selected for the position he had applied for. It is a way to offer employment to the candidate. A job offer letter confirms the position, salary, benefits, facilities and other relevant things. A job offer letter also specifies the date of joining of the candidate. The candidate has to join his duties on the specified day which is mentioned in the job letter. After joining, he is required to collect his appointment letter from the Human Resource Department.

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How to Respond to a Job Offer Letter:

Tips on how to respond to a job offer letter

Here are some steps/tips on how to respond to a job offer letter.

1. First of all, do not forget to congratulate yourself on getting a job offer letter from a company. You can take out some time to celebrate your success.
2. Next, the most important thing is to respond or to reply to the job offer letter. So do not respond to it right away. Once you get such a letter, you should reread it and plan your reply before you call the employer. You should always evaluate the terms and conditions before responding to the job offer letter.
3. No two offer letters are ever the same i.e. job offer letters differ from company to company. Some job offer letters contain a form which has to be signed and sent prior to joining and some of the offer letters mention the date and time of joining. Such offer letters do not require any response from the candidate.
4. Once you get a job offer letter, get in touch with the Human Resource Department immediately. You can get in touch either by phone or email. Thank them for considering and selecting you for the position. If you are satisfied with the terms and conditions which are mentioned there in the offer letter, let them know about your acceptance of the job offer. If you are not sure or considering other offers, ask them to give you some more time to consider their offer.
5. If you have any query regarding the job offer, let the concerned person know about it either by phone or mail. In order to have a clear idea about the job offer, you should not feel scared to ask questions related to salary, compensation. You should clarify everything before considering the job offer.
6. If you are comfortable with the job offer, send a formal response to confirm your acceptance.

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Reference Links:

- <http://www.dummies.com/how-to/content/how-to-respond-to-a-job-offer.html>
- <http://www.cvtips.com/job-search/how-to-respond-to-a-job-offer-letter-with-a-counter-offer.html>
- <http://woman.thenest.com/respond-job-offer-letter-2027.html>
- http://www.ehow.com/how_5076610_respond-job-offer-letter.html

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