

HR06 · STEP 1 · INTERIM

Offer Email & Negotiation Talking Points

Draft Offer Email

Candidate-ready offer message covering role, compensation, start details, and tone-sensitive language for the initial written offer.

ABOUT THIS DOCUMENT

This is a **sample** deliverable from the **Offer Email & Negotiation Talking Points** workflow (HR06) in AGASI AiOS. It shows the expected structure and tone. All names, numbers, and facts are **fictional**.

Draft Offer Email

Generated by: Recruiter (using GenAI draft, verified against Compensation Guidelines) **Role:** Senior Data & AI Consultant — Data & AI Advisory
Organisation: Northbridge Advisory Partners **Date:** Current offer cycle

Subject Line: Your Offer for Senior Data & AI Consultant at Northbridge Advisory Partners

Dear [Candidate Name],

Following our interview process and subsequent discussions, I am pleased to extend an offer for the position of **Senior Data & AI Consultant** within the **Data & AI Advisory** practice at Northbridge Advisory Partners.

Role & Team Overview

You will join the Data & AI Advisory practice, reporting to the Practice Head. The team delivers data strategy, analytics, and AI consulting engagements across Northbridge's client portfolio. As a Senior Consultant, you will contribute to client-facing delivery from your first engagement, with responsibility for workstream ownership on GenAI and LLM deployment projects — an area where your interview performance was particularly strong.

The practice currently comprises six consultants and is expanding to support a growing managed-services pipeline. Your background in production LLM deployment and stakeholder management aligns well with the team's current priorities.

Compensation & Benefits

- **Base salary:** £76,000 per annum (Grade SC-3, Senior Consultant band)
- **Annual leave:** 25 days plus bank holidays
- **Pension:** Employer contribution of 5% of base salary (employee minimum contribution: 3%)
- **Private medical insurance:** Individual cover from your start date
- **Life assurance:** 4x base salary
- **Annual learning budget:** £2,000 per calendar year
- **Flexible working:** Hybrid model — minimum 3 days per week in office or on client site

Conditions & Next Steps

This offer is subject to the following conditions:

1. **Employment date clarification:** We require written clarification regarding the start date at your previous employer, Meridian Consulting Group. Our background check provider verified a start date of March 2021; your application states January 2021. Please provide documentation (e.g., a contract or payslip) covering the January–February 2021 period to resolve this discrepancy.
2. **Right-to-work verification:** Standard right-to-work documentation must be provided before your start date.
3. **Notice period:** We understand you have a 3-month notice period with your current employer. Based on this, we propose a start date in the **proposed post-notice window** (aligned to your notice end). If you are able to negotiate an earlier release, we are happy to accommodate an adjusted start date.

Please confirm your acceptance or let us know if you would like to discuss any aspect of this offer by **[Response Deadline — 5 business days from email date]**.

Closing

We were impressed by your technical depth in GenAI deployment, your stakeholder management capability, and the strength of your consulting experience. The reference check on your insurance AI strategy engagement confirmed the engagement leadership scope the panel wanted to validate.

If you have questions about any element of this offer, please contact the Talent Acquisition Lead directly. We look forward to welcoming you to Northbridge Advisory Partners.

Warm regards,

Talent Acquisition Lead Talent Acquisition Northbridge Advisory Partners