

Job Application for Provisional Period Acceptance

John Doe

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City, State, ZIP Code

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Date: October 25, 2023

Hiring Manager

Company Name

Company Address

City, State, ZIP Code

Dear Hiring Manager,

I am writing to formally accept the offer for the position of [Job Title] at [Company Name] during the provisional period. I am excited about the opportunity to contribute to your team and bring my skills in [relevant skills] to the organization.

As discussed, my provisional period will commence on [Start Date] and I am committed to meeting the expectations set forth by the company. I am looking forward to working closely with my colleagues and learning more about the company's operations.

Thank you for this opportunity. Please let me know if there are any forms or documents I need to complete prior to my start date.

Sincerely,

John Doe