

John Doe

123 Main Street

Anytown, ST 12345

Email: johndoe@email.com

Date: October 5, 2023

Jane Smith

HR Manager

XYZ Company

456 Business Ave

Big City, ST 67890

Dear Ms. Smith,

I am writing to formally accept the position of Software Developer at XYZ Company, as discussed in our recent conversations. I am excited to join your team and contribute to the innovative projects at your esteemed organization.

However, I would like to outline some conditions pertaining to my acceptance:

- I would appreciate a clarification regarding the remote work policy, as I would prefer to work from home for two days a week.
- Additionally, I would like to confirm that the salary rate of \$70,000 per annum, as mentioned in the offer letter, includes bonuses and benefits that were discussed.
- Lastly, I would request a flexible start date, ideally on November 1, 2023, to allow me to transition smoothly from my current position.

I believe that with these conditions, I will be able to perform at my best and contribute significantly to the team. I look forward to your confirmation on these points.

Thank you once again for this opportunity. I am eager to begin working at XYZ Company.

Sincerely,

John Doe