

Conditional Acceptance of Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Organization's Name] with the following conditions:

1. That I will receive [specific condition, e.g., salary, benefits, etc.].
2. That [any additional conditions].

Upon fulfillment of these conditions, I am eager to begin my work on [start date]. I am excited about the opportunity to contribute to [Organization's Mission/Goal] and to work with such a dedicated team.

Thank you for considering my conditions. I look forward to your positive response.

Sincerely,

[Your Name]