

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company's Name

Company's Address

City, State, ZIP Code

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Job Title] at [Company's Name]. I am pleased to accept this conditional job offer and am excited about the opportunity to join your team.

As per our discussions, I understand that this offer is contingent upon [state specific conditions, e.g., background check, references, etc.]. I am committed to fulfilling all requirements necessary to finalize this employment opportunity.

I appreciate the confidence you have placed in me and look forward to contributing to [Company's Name]. Please let me know if there are any further steps I need to take at this time.

Thank you once again.

Sincerely,

[Your Name]