

Job Offer Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

Thank you for extending the verbal job offer for the position of [Job Title] at [Company's Name]. I am excited about the opportunity to join your team and contribute to the organization's success.

I would like to formally acknowledge the offer and confirm my acceptance, pending receipt of the written offer and any additional details. I appreciate the details discussed regarding my start date, salary, and benefits.

Thank you once again for this opportunity. I look forward to receiving the official offer letter and beginning this new chapter at [Company's Name].

Sincerely,

[Your Name]