

Job Offer Acknowledgment

[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],

I am writing to formally acknowledge the receipt of your job offer for the position of [Job Title] at [Company's Name]. I would like to express my gratitude for this opportunity and my excitement to join your team.

I will take the time to review the details of the offer thoroughly and will get back to you with my decision by [Response Date]. Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]