

# 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],

I am writing to formally acknowledge the receipt of the job offer for the position of [Job Title] at [Company's Name]. I sincerely appreciate the opportunity and am excited about the possibility of joining your esteemed organization.

Please let me know if there are any further steps I need to take as I consider this offer. Thank you once again for this opportunity.

Sincerely,

[Your Name]