

Letter of Acknowledgment for Director Role Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 your offer for the Director position at [Company's Name]. I am honored to have been considered for this role and appreciate the opportunity to contribute to such an innovative organization.

After reviewing the terms of the offer, I will take the necessary time to consider the proposal carefully and will respond by [insert response date]. Thank you once again for this opportunity.

Sincerely,

[Your Name]