

Special Assignment Job Offer Acknowledgment

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 offer for the special assignment position of [Job Title] at [Company's Name]. I appreciate the opportunity to contribute to [specific project or task related to the assignment] and am eager to take on the responsibilities outlined in the offer.

I look forward to collaborating with the team and achieving our goals together. Please let me know if there are any further steps I need to complete as we move forward.

Thank you once again for this opportunity.

Sincerely,

[Your Name]