

# Acknowledgement of Job Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company/Organization Name]

[Company 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] with [Company/Organization Name]. I am grateful for the opportunity and appreciate your consideration.

I have carefully reviewed the terms of the offer and I am excited about the prospect of joining your team. I look forward to contributing positively to [Company/Organization Name]'s mission and objectives.

Thank you once again for this opportunity. I will confirm my acceptance of the offer by [insert confirmation date], as discussed.

Best regards,

[Your Name]