

Letter of Conditional Job Offer Acceptance

Dear [Hiring Manager's Name],

I am writing to formally accept the conditional job offer for the position of [Job Title] with [Company Name], as outlined in your letter dated [Date of Job Offer]. I appreciate the opportunity and am excited to join your team.

Before proceeding, I would like to clarify some details regarding the benefits package associated with this position. Specifically, I would appreciate more information on the following:

- Health insurance plans and coverage start dates
- Retirement savings options and employer matching
- Pursuit of professional development opportunities
- Vacation and leave policies

I understand that my acceptance is contingent upon [mention any conditions, such as background checks, drug tests, etc.], and I am prepared to fulfill these requirements promptly.

Thank you once again for this opportunity. I look forward to your response regarding the benefits clarification and to contributing to [Company Name].

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]