

Conditional Job Offer Acceptance

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 accept the conditional job offer for the position of [Job Title] at [Company's Name], as outlined in your letter dated [Date of Offer Letter]. I am excited about the opportunity to contribute to your team and am looking forward to starting my employment.

As mentioned in the offer, my acceptance is contingent upon a thorough review of the employment contract. I would like to take the necessary time to ensure I fully understand the terms and conditions of my employment. Please let me know if there's a specific timeline for finalizing the contract.

Thank you once again for this opportunity. I am eager to move forward and look forward to your response.

Sincerely,

[Your Name]