

# 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], which was extended to me on [Offer Date]. I appreciate the opportunity and am excited about the prospect of joining your team.

I understand that my acceptance of this offer is contingent upon the successful completion of the background check. I am prepared to provide any necessary information to assist with this process.

Thank you once again for this opportunity. I look forward to contributing to [Company's Name] and am eager to start this new chapter in my career.

Sincerely,

[Your Name]