

Conditional Job Offer Acceptance

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the conditional job offer for the position of [Job Title] at [Company Name] received on [Date of Offer]. I am excited about the opportunity to join your team and contribute to [Company's Specific Goals or Initiatives].

As per the conditions outlined in your offer, I understand that my employment is contingent upon [specific conditions, e.g., background check, reference verification]. In this regard, I have enclosed the contact details of my references below:

References:

- [Reference Name 1] - [Position] - [Company] - [Phone Number] - [Email]
- [Reference Name 2] - [Position] - [Company] - [Phone Number] - [Email]
- [Reference Name 3] - [Position] - [Company] - [Phone Number] - [Email]

Please let me know if you require any additional information from my side. I look forward to starting on [Start Date] and being a valuable member of [Company Name].

Thank you once again for this opportunity.

Sincerely,

[Your Name]