

# Conditional Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 discussed in our previous conversations and outlined in your offer letter dated [Offer Letter Date]. I appreciate the opportunity and am excited to contribute to your team.

As per our discussions, I would like to clarify the following aspects of my role:

- **Reporting Structure:** [Clarify who you will report to]
- **Main Responsibilities:** [Outline key responsibilities]
- **Performance Metrics:** [Specify any performance indicators]

I understand that this offer is contingent upon [mention any conditions, e.g., background checks, reference checks, etc.]. I am prepared to complete any necessary steps to fulfill these conditions.

Thank you once again for this opportunity. I look forward to working with [Company's Name] and contributing to its success.

Sincerely,

[Your Name]