

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 email/letter dated [Offer Date]. I appreciate the opportunity and am excited to join your team.

As part of the conditional offer, I understand that I will be required to complete the following training program:

- **Training Program Name:** [Training Program Name]
- **Duration:** [Duration of the Training]
- **Start Date:** [Start Date]
- **Location:** [Location of Training]
- **Objective:** [Brief Objective of Training]

Upon successful completion of this training, I look forward to fully integrating into my role as [Job Title] and contributing to [Company's Name]. Please let me know if there are any forms or further steps I need to complete prior to the start of the training program.

Thank you once again for this opportunity. I am looking forward to working with you and the rest of the team.

Sincerely,

[Your Name]