

Job Offer Acknowledgment Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally acknowledge the receipt of the job offer for the position of [Job Title] at [Company's Name]. Thank you for this opportunity. I am excited about the potential to contribute to your team.

I appreciate the details provided regarding the terms of employment and I will review the offer carefully. I will respond with my decision by [Decision Deadline].

Thank you once again for the offer. I look forward to the possibility of working together.

Sincerely,

[Your Name]