

Deferred Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally acknowledge the offer that was extended to me for the [Job Title] position at [Company's Name]. I am excited about the opportunity and would like to express my intention to accept the offer, pending the receipt of the formal agreement details.

Understanding the importance of ensuring all particulars are finalized, I am looking forward to reviewing the terms of employment, including compensation, benefits, and start date. Please let me know if there is any information you need from my side during this process.

Thank you for this exciting opportunity. I am eager to become a part of the [Company's Name] team and contribute to its success.

Looking forward to your prompt response.

Sincerely,

[Your Name]