

Formal Letter Accepting Job Offer with Conditions

Subject: Acceptance of Job Offer with Conditions

Dear [Hiring Manager's Name],

I would like to formally express my gratitude for offering me the position of [Job Title] at [Company Name]. I am pleased to accept the offer, as I am eager to contribute my skills and experience to your team.

Before finalizing my acceptance, I would like to confirm two conditions. Firstly, I kindly request a written confirmation that my start date will be [Date], as previously discussed. Secondly, I would like to clarify the provision of relocation assistance, which was mentioned during the interview process.

I am enthusiastic about joining [Company Name] and believe these conditions will allow me to transition smoothly into the role. Thank you for your understanding, and I look forward to your confirmation.

Sincerely,

[Your Full Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/accepting-a-job-offer-letter-with-conditions>