

Official Acceptance Letter with Probation Period Clarification

Subject: Acceptance of Job Offer with Conditions

Dear [Hiring Manager's Name],

I am writing to accept the job offer for the position of [Job Title] at [Company Name]. I am honored to join such a reputable organization.

Before signing the final agreement, I would like confirmation regarding the probationary period.

Specifically, I would like to know its duration, evaluation criteria, and the process for transitioning into a permanent role after successful completion.

Once this condition is clarified, I am ready to move forward without hesitation. Thank you for your guidance and assistance.

Sincerely,

[Your Full Name]

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