

Accepting offer with acknowledgment of conditions

Subject: Conditional Acceptance of Employment Offer

Dear [Hiring Manager's Name],

I am writing to accept your conditional job offer for the [Job Title] position at [Company Name], contingent upon the successful completion of the background check and any other pre-employment requirements as outlined in your offer letter.

I understand and agree to all terms and conditions specified, including the starting salary of [Amount], benefits package, and proposed start date of [Date]. I acknowledge that my employment is conditional and that any adverse findings during the screening process may affect this offer.

I have already initiated the background check process as requested and will ensure all required documentation is submitted promptly. I am confident that the results will meet your standards and requirements.

I appreciate your thoroughness in the hiring process and understand the importance of these verification procedures. I look forward to successfully completing all requirements and beginning my employment with [Company Name].

Please keep me informed of the progress and let me know if you need any additional information from me during this process.

Thank you for this opportunity.

Respectfully,

[Your Full Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/acknowledgement-and-response-to-offer-letter>