

Formal Acknowledgement Letter for Job Offer

Subject: Acknowledgement of Job Offer

Dear [Hiring Manager Name],

I am writing to formally acknowledge receipt of your offer for the position of [Position] at [Company]. I appreciate the opportunity and the confidence you have shown in my abilities.

I will carefully review the terms outlined in the offer and will respond within the stipulated time frame.

Thank you again for considering me for this role.

Sincerely,

[Your Name]

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