

Polite email acknowledging job offer with intent to join

Subject: Job Offer Acknowledgement " [Your Name]

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Job Title] at [Company Name]. I am pleased to acknowledge receipt of your offer and I look forward to formally accepting it once I've had the chance to review the details.

I appreciate this opportunity and am excited about the possibility of joining your team.

Best regards,

[Your Name]

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