

Provisional Acceptance

Subject: Conditional Acceptance of Job Offer

Dear [Hiring Manager's Name],

Thank you for offering me the position of [Position Title] with [Company Name]. I am pleased to accept this offer provisionally, pending confirmation of [specific condition, e.g., visa approval, background check, relocation arrangements].

I am very enthusiastic about joining your team and contributing to [Company's goal/mission]. I will keep you updated on the progress of the required formalities and will confirm my availability as soon as the condition is fulfilled.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

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