

Preliminary Acceptance

Subject: Preliminary Acceptance of Job Offer

Dear [Hiring Manager's Name],

I am writing to express my gratitude for the offer of [Position Title] at [Company Name]. I am happy to provide my preliminary acceptance while I review the complete employment contract and clarify a few details regarding [specific item, e.g., relocation package, work schedule].

I am very excited about this opportunity and eager to contribute to the success of your team. Please expect my final confirmation shortly after receiving the clarifications.

Thank you again for this wonderful opportunity.

Best regards,

[Your Name]

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