

Acceptance pending verification of documents or conditions

Subject: Conditional Acceptance of Job Offer

Dear [Hiring Manager Name],

Thank you for offering me the [Job Title] position at [Company Name]. I am pleased to provisionally accept this offer, pending completion of [conditions such as background checks, medical exams, or document verification].

I look forward to resolving these prerequisites and joining the team at the earliest convenience.

Sincerely,

[Your Name]

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