

Contingent acceptance letter template

Subject: Job Acceptance “ Pending Final Details

Dear [Hiring Manager's Name],

I am writing to accept the offer for the position of [Job Title] at [Company Name], pending the final confirmation of [specific condition]. I sincerely thank you for this opportunity and your trust.

I look forward to finalizing the details and starting on [Start Date] once confirmed. I am eager to contribute my best to the team.

Best regards,

[Your Name]

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