

Preliminary Job Acceptance Letter

Subject: Conditional Acceptance of Job Offer

Dear [Hiring Manager's Name],

I am happy to accept the offer for the [Job Title] position, pending final confirmation of [specific condition, e.g., contract details or relocation arrangements]. I am enthusiastic about joining [Company Name] and contributing to the team.

I appreciate your assistance in finalizing the details.

Sincerely,

[Your Name]

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