

Formal acknowledgement of job offer

Subject: Acknowledgement of Job Offer

Dear [Hiring Manager's Name],

I am writing to formally acknowledge receipt of your job offer for the position of [Job Title] at [Company Name]. I truly appreciate the opportunity extended to me and the confidence you have shown in my abilities.

I confirm that I have reviewed the details of the offer, including compensation, benefits, and responsibilities. Please consider this letter as my official acknowledgement and acceptance of the job offer.

I look forward to joining your team on [Start Date] and contributing to the success of the company.

Sincerely,

[Your Name]

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