

## Acknowledgement with pending confirmation

Subject: Provisional Acknowledgement of Job Offer

Dear [Hiring Manager's Name],

Thank you for extending the job offer for the role of [Job Title] at [Company Name]. I am grateful for this opportunity and would like to acknowledge receipt of your offer.

At present, I am carefully reviewing the terms outlined in the offer letter. I will provide my final response by [Date]. Meanwhile, I want to express my sincere appreciation for considering me for this position.

Yours faithfully,

[Your Name]

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