Provisional Response to Job Acceptance

Subject: Job Acceptance Acknowledgment – [Job Title]
Dear [Candidate's Name],
We acknowledge receipt of your acceptance for the position of [Job Title].
While your joining date is tentatively scheduled for [Start Date], please confirm your availability
closer to that date.
All necessary pre-employment formalities should be completed beforehand.
We are looking forward to having you on board.
Regards,
[Your Name]

Get more templates here:

[Designation]

https://www.lettersandtemplates.com/letters/response-to-job-acceptance-letter