

Conditional Acceptance Letter

Subject: Thank You and Request for Clarification

Dear [Hiring Manager's Name],

Thank you very much for offering me the [Position Title] position at [Company Name]. I am excited about this opportunity and am reviewing the details of the offer.

Could you please clarify [specific point, e.g., start date, benefits, or relocation support]? Once clarified, I will be delighted to formally confirm my acceptance.

Sincerely,

[Your Name]

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