

Sample Acceptance Letter for Job Offer with Conditions

This **sample acceptance letter for job offer with conditions** provides a professional template for candidates to formally accept a job offer while clearly stating any specific conditions or contingencies they require. It is essential for outlining mutual agreements, such as salary adjustments, start dates, or probation periods, ensuring transparency and understanding between the employer and employee before finalizing the employment contract. This letter supports effective communication and helps prevent misunderstandings during the onboarding process.

Acceptance Letter Template

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the position of [Job Title] with [Company Name], as outlined in your letter dated [Offer Date]. I am enthusiastic about joining your team and contributing to [Company Name]'s ongoing success.

I would like to express my gratitude for this opportunity. Before finalizing my acceptance, I would like to clarify the following conditions as discussed:

- The starting salary will be [state agreed-upon salary].
- The commencement date will be [preferred or agreed start date].
- The position will be subject to a probation period of [length of probation period], as mutually agreed.
- [Any additional conditions or contingencies].

I trust that these conditions reflect our recent discussions, and I look forward to receiving the updated offer letter/contract confirming the above points.

Thank you once again for the opportunity. I am eager to join [Company Name] and contribute to the team's goals.

Please let me know if you require any more information from me at this stage.

Sincerely,

[Your Name]