

# Offer Acceptance Letter for Employment (Subject to Background Check)

[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 of employment for the position of **[Position Title]** at **[Company Name]**, as outlined in your offer letter dated [Offer Date]. I am excited to join your team and contribute to the continued success of the organization.

I understand and acknowledge that this offer is contingent upon the successful completion of a background check, including but not limited to verification of my employment history, education credentials, and criminal background. I consent to all required screenings and agree to provide any necessary information or documentation to facilitate this process.

I appreciate the opportunity and look forward to working with the team. Please let me know if there are any further steps or paperwork required from my end in the interim.

Thank you for your confidence in my abilities. I look forward to contributing to **[Company Name]**.

Sincerely,

[Your Name]