

Date: [Insert 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 [Job Title] at [Company Name], with a start date scheduled for [Start Date]. I am excited to become a part of your team and contribute to the continued success of [Company Name].

I would like to express my gratitude for the opportunity extended to me and confirm my acceptance of the terms outlined in the offer letter, including the salary of [Base Salary Amount], benefits package, and other terms of employment.

As discussed, I respectfully request the inclusion of a signing bonus of [Requested Signing Bonus Amount], contingent upon my successful commencement of employment with [Company Name]. I propose the following terms related to the signing bonus:

- **Eligibility:** The signing bonus will become payable upon my first day of employment at [Company Name].
- **Payment Timeline:** The bonus will be disbursed within [number of days, e.g., 30] days of my employment start date.
- **Contingent Requirements:** In the event that I voluntarily resign from my position or am terminated for cause within [number of months/years, e.g., 12 months] of my start date, I agree to reimburse the signing bonus to [Company Name] in full as stipulated.

Please confirm that the signing bonus and its conditions can be incorporated into the final employment agreement. I am enthusiastic about joining [Company Name] and look forward to a productive and rewarding journey together.

Thank you for your consideration. Please let me know if any further documentation or clarification is required from my end.

Sincerely,

[Your Full Name]

[Your Email Address]

[Your Phone Number]