

Standard formal job offer acknowledgement

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

Subject: Acknowledgement of Job Offer

Dear [Hiring Manager's Name],

I am writing to formally acknowledge receipt of your job offer dated [Offer Date] for the position of [Job Title] at [Company Name]. I appreciate the offer extended to me and the confidence you have shown in my qualifications.

I am reviewing the terms and will respond with my final decision by [Your Decision Deadline, if known].

Thank you once again for this opportunity.

Sincerely,

[Your Name]

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