

Provisional Response to Job Acceptance

Subject: Job Acceptance Acknowledgment “ [Job Title]

Dear [Candidate's Name],

We acknowledge receipt of your acceptance for the position of [Job Title].

While your joining date is tentatively scheduled for [Start Date], please confirm your availability closer to that date.

All necessary pre-employment formalities should be completed beforehand.

We are looking forward to having you on board.

Regards,

[Your Name]

[Designation]

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