

Acceptance Letter for Job with Conditions

From,

Date _____

To,

Dear _____ [HR/Manager Name],

I pleased to thank you for the privilege of joining your company [company name] on [date]. You were extremely professional and accommodating throughout this hiring process. I look forward to making a useful contribution and helping the company achieve success.

Kindly consider this as a formal acceptance to join your group as a [position name]. I agree and accept the conditions of the jobs which you have demonstrated in your offer letter.

Thank you for your faith and support.

Sincerely,

Name