**Acknowledgement Sample for a Job Offer**

Your Name and Surname

Address

Phone, email

DD-MM-YYYY

 Ms. / Mr. Name Surname

HR Department

Company

Address

City

Dear Mr. / Ms. Last Name

It is my great pleasure to receive your letter offering me [Title] position with [Institution]. Thanks for honoring me with this opportunity.

I am writing this letter to acknowledge your offer, keeping complete understanding of your terms and condition. Even during interview I realized that my skills fully matched with post requirements. I strongly believe that my strong academic background and experience in the field allows me to execute all delegated tasks. I am confident to prove my capability not only in good favor of your clients but also for the Company.

I will be able to finalize my decision regarding your offer within 2 days and my decision will surely be in best interests of my career and your Institution.

Many thanks for this opportunity

 Regards

Yours sincerely

Name Surname

Signature