

TEMPLATE FOR AN ACKNOWLEDGEMENT EMAIL

It's courteous to acknowledge your receipt of an official job offer, even if you're not ready to accept or reject yet. Don't forget, timing is everything! Make sure to send your acknowledgement within 24 hours of receiving the offer. Copy the template, change the bolded text, and you're ready to hit send!

TEMPLATE:

Ms./Mr. **(Last Name of the Person Who Sent the Offer)**,

This email is to acknowledge your letter offering me the position of **(job title)**.

Thank you very much for offering me this exciting opportunity! I'd like to look over the terms of the offer and the documents that were sent before returning my decision. I didn't see a deadline to submit my response by - Did you have a date in mind?

(If you need more information to make your decision, include the next line.) I have a few more questions that I feel your *personnel policy/benefits book/other* could answer for me. Would you mind sending me a copy of that?

Again, thank you so much for the wonderful opportunity.

Sincerely,

(Your Name)

(Your Phone Number)

(Your Email Address)