**Sample Acknowledgement of a job offer letter**

**Acknowledgement of a job offer letter Sample One**

{Your Name}

{Street City • Province • Postal Code }

{Phone # Fax phone # Messages phone # Email}

Date today

{Name of Employer}

{ Company name}

{Address}

{Address}

{Address}

Dear Name of {Employer:}

This letter is to thank you and to acknowledge of your offer of employment inviting me to join the staff of {Company name} with an entry level salary of {Salary}.

While your offer is very attractive, I feel it would be to Our mutual advantage to delay final action on your offer until {Date}.

will contact you by phone no later than {Time}, {Date} to advise you of my final decision.

Sincerely,

{Sign here}

{Your name, title}

cc {Names for copies}