

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: Acknowledgment and Acceptance of [Insert Document/Agreement Name]

Dear [Recipient Name],

I hereby acknowledge receipt of the [Insert Name of Document, e.g., Offer Letter, Contract, or Policy Handbook] dated [Insert Date of Document].

I confirm that I have read, understood, and accept the terms and conditions outlined therein. This letter serves as my formal acceptance of the agreement.

I look forward to our continued professional relationship.

Sincerely,

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(Signature)

[Your Printed Name]

[Your Title/Position]

[Date Signed]

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**For Office Use Only:**

Received by:

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(Authorized Signature)

Date: \_\_\_\_\_