

Subject: Acknowledgment of Outside Job Offer

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge the job offer I received from [Company Name] for the position of [Job Title]. I appreciate the opportunity and am currently evaluating my options.

Thank you once again for considering me for this role. I will keep you updated on my decision.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]