
Acceptance Letter For Government Job

James Thompson

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(456) 789-1234

June 17, 2024

Ms. Laura Brown

Director of Human Resources

Department of Environmental Protection

789 Pine Street

Hometown, ST 67890

Dear Ms. Brown,

I am writing to formally accept the position of Environmental Analyst with the Department of Environmental Protection. I am honored to have been selected for this role and am excited to join your esteemed team.

As discussed, my start date will be July 15, 2024. My starting salary will be \$55,000 per year, and I understand that I will be eligible for the benefits package, including health insurance, retirement plans, and 20 days of paid leave.

Please let me know if there are any additional documents or forms I need to complete prior to my start date. If you need any further information from me, feel free to contact me at (456) 789-1234 or james.thompson@example.com.

Thank you again for this wonderful opportunity. I am eager to contribute to the important work being done at the Department of Environmental Protection and to serve the public in this capacity.

Sincerely,

James Thompson