
Acceptance Letter For Government Job

Jane Doe

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October 7, 2024

Mr. John Smith

Human Resources Department

Department of Health Services

100 Government Plaza

Springfield, IL 62701

Dear Mr. Smith,

I am writing to formally accept the position of Public Health Analyst with the Department of Health Services, as offered in your letter dated September 30, 2024. I am honored and excited to join your team and contribute to the important work being done by your department.

As discussed, I understand the terms of my employment and the responsibilities that accompany my role as a Public Health Analyst. I am committed to upholding the standards and expectations of your esteemed organization and am eager to bring my skills and enthusiasm to this new challenge.

I confirm my start date as November 1, 2024, as agreed upon. Please let me know if there are any documents or further information you require from me prior to then. I look

forward to starting my career with the Department of Health Services and am enthusiastic about the opportunities that lie ahead.

Thank you once again for this incredible opportunity. Please feel free to contact me if there are any details or preparatory steps you would like to discuss further.

Sincerely,

[Your Signature (if sending a hard copy)]

Jane Doe