
Acceptance Letter For Government Job

Jane Doe

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555-123-4567

August 18, 2024

Mr. John Smith

Human Resources Manager

Department of Health Services

Public Health Agency

456 Government Plaza

Capital City, State, 10001

Dear Mr. Smith,

I am writing to formally accept the offer for the position of Public Health Analyst with the Public Health Agency, as outlined in the offer letter dated August 1, 2024. I am honored by the trust placed in my abilities and look forward to contributing to the team and the overall mission of the Public Health Agency.

As discussed, I understand that my start date will be September 15, 2024, and I am prepared to complete all necessary pre-employment processes required by the Public Health Agency. Please let me know if there are any documents or further information you need from me prior to this date.

I am eager to bring my skills in data analysis and public health policy to the Public Health Agency and to work towards improving community health outcomes. I am

committed to upholding the standards and expectations of your agency and am excited about the opportunities for growth and contribution.

Please confirm the receipt of this acceptance letter and any further steps I need to complete before my starting date.

Thank you once again for this opportunity. I look forward to working with you and the Department of Health Services team.

Warm regards,

Jane Doe