

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]

CGI Federal

[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that your application for [specific position or program] at CGI Federal has been accepted. We are excited to welcome you to our team and look forward to your contributions to our projects. Your start date will be [start date], and we ask that you report to [location or virtual meeting link] at [time]. Please bring [any necessary documents or items] on your first day.

In the meantime, if you have any questions or require further information, feel free to reach out by phone or email.

Congratulations once again, and welcome to CGI Federal!

Sincerely,

[Your Name]
[Your Job Title]
CGI Federal